

Job Description

Position: Social Sciences Teacher

Responsible to: The Principal

Responsible for: Social Sciences

Grade: M1- UPS 3

About the Cabot Learning Federation

The Cabot Learning Federation is a diverse Multi-Academy Trust (MAT) in the South West. We currently sponsor eight secondary academies, nine primary academies, an all through provision, a studio school, a discrete Post 16 provision and an alternative provision which consists of one primary and three secondary phases. CLF is an Equal Opportunity Employer. The trust is proud to serve a diverse student population and their communities. We actively encourage applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. We are proud to be part of a vibrant community and celebrate the richness of cultures, faiths and backgrounds of our students. We aim to develop a curriculum that is responsive to our pupils needs and reflects their diverse interests and backgrounds.

Hanham Woods Academy is part of the Cabot Learning Federation and is one of the most improved Academies in the South West, providing an excellent education to over 800 students. The Academy has a growing reputation both locally and regionally. Whilst we appreciate the unique setting in which the Academy is placed, we work hard to challenge students from a variety of backgrounds to be the best they can be in all areas of life. The Academy was judged 'Good' by Ofsted in November 2019, noting that 'Pupils are proud of their school' and 'They feel safe'. The Academy continues its improvement journey, being over-subscribed in a number of Year Groups. Our students are excited to learn, are increasingly successful in reaching their potential and are real ambassadors for our community. Staff are hard working and supportive, and leaders consider carefully the wellbeing of colleagues.

Job Summary

Teachers support a designated cohort of students to make progress in their learning, engagement, core literacy, language and numeracy skills, and social development. This is achieved through taking responsibility for the learning of students - planning, delivering, facilitating and assessing their learning whilst showing ambition to develop as an outstanding teacher and leader. They will plan and deliver sessions and interventions, and provide a point of accountability, co-ordination and liaison for the students in their attendance, for their families and for professionals working with them. They will work towards typically good and outstanding lessons that achieve good student progress over time. This will be actioned by taking an active role in supporting the Academy's high expectations of student behaviour and attitudes towards learning. This teaching position is to teach Social Sciences, PSHE, Health and Social Care BTEC and Sociology GCSE, across KS3 – KS4 students within a secondary academy environment.

Key Relationships

- To work with the Principal, Academy Councillors, staff and others to ensure that the vision, aims and objectives of the Academy are realised by means that are appropriate, effective, efficient and consistent with the Academy's ethos and national and local regulations.
- The postholder is responsible to the Principal in all matters and to their line manager in respect of Curriculum matters and the Heads of House in matters related to student care and guidance.
- The postholder is expected to interact with colleagues in order to establish and maintain productive relationships with them and to promote mutual understanding of the Academy curriculum, with the aim of improving the quality of teaching and learning.
- The postholder is expected to develop and maintain links with parents and carers regarding students' engagement in the curriculum and extra-curricular activities.

Areas of Responsibility and Key Tasks

- To plan and teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To use a variety of delivery methods, which will stimulate learning that is appropriate to student needs and demands of the syllabus.
- Work effectively with other departmental teachers.
- Develop students' study skills and enthusiasm and helping them to exceed expectations and targets.
- Report on students' progress to parents and other appropriate parties in line with Academy guidelines.
- Set and reinforce high expectations for students' achievement, behaviour and attitude and promoting high aspirations, self-control and independence.
- Work collaboratively with teaching assistants and other adults to enhance students' learning.
- Work with colleagues to develop links with other Academies, educational establishments and the wider community including business and industry, in order to enhance teaching and learning and students' personal development.
- To work with the Principal, Academy Councillors, staff and others to ensure that the vision, aims and objectives of the Academy are realised by means that are appropriate, effective, efficient and consistent with the Academy's ethos and national and local regulations.

Teaching and learning

- To ensure that personal subject knowledge is up to date.
- To ensure an environment and methods of working which secure safe, effective learning appropriate to the individual needs of all students and which promote high standards of achievement, behaviour and discipline.
- To teach in ways that are consistent with the Academy's ethos and policies and effective in promoting high quality learning for all students :
 - ❑ Lessons are well planned and designed to contribute logically to the appropriate Specification and Curriculum Plan
 - ❑ Learning is tailored to the needs of individual students, including those with Special Educational Needs
 - ❑ Targets set for students are clearly understood and appropriate to their needs
 - ❑ Account is taken of ethnic and cultural diversity to enrich the curriculum and raise standards
 - ❑ Good behaviour is established and maintained through consistent application of Academy policies and application of best practice.
- To develop and maintain an effective partnership with parents/carers and, where appropriate, the wider community.
- As a Tutor, to contribute to the planning and delivery of the Academy's PSHE and tutorial programme.
- To recognise, value and support the delivery of those programmes which extend beyond the confines of the formal timetable and that seek to enrich and add value to the learning of students.

People Management

- Actively seek student voice/feedback to raise standards.
- Manage student behaviour in accordance with Academy policy to ensure a constructive learning environment.

- Monitor and evaluate students' progress and responses to learning activities through observation and recording achievement.
- To actively engage in the Performance Management Review process.

Assessment, Marking, Recording and Reporting

- To support, develop, implement and model the operation of the Academy's policies regarding assessment, marking, recording and reporting to parents/carers.
- To assess students' work in line with the Academy's current policies and BTEC policies where appropriate
- To ensure that students' work is marked regularly, feedback given to students and that marks are recorded in line with the current Academy policies.
- To write reports on students for parents/carers in line with the Academy's policy.
- To liaise with parents/carers as appropriate.
- To ensure that the class register is taken and that accurate records are maintained.

Resource Management

- Organise and manage teaching and learning time effectively.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- Take account of the diversity of the student cohort to help students make good progress.
- Select and prepare resources, and plan for their safe and effective organisation, taking account of students' interests and their language and cultural backgrounds.
- Incorporate the use of ICT appropriately and effectively within lesson planning and teaching.
- Plan and deliver exciting and engaging lessons that will enable students to achieve.

Quality assurance accountabilities

- To set a good example in terms of dress, punctuality and attendance
- To uphold the Academy uniform and its behaviour code
- To participate in staff development activities
- To attend all relevant meetings
- To contribute fully to Academy self-evaluation

Decision Making

- Understand and implement the requirements of the National Curriculum, as interpreted by the department.
- To undertake the daily duties of a form tutor in the monitoring of each student's lesson scores, keeping students behind after school, attendance at assembly, chasing absence notes, monitoring students' equipment and uniform.
- Make appropriate use of a range of monitoring and assessment strategies to evaluate students' progress towards planned and learning objectives and use this information to improve planning and teaching.
- Implement appropriate intervention strategies for students in their lessons.
- Participate in processes that assist the Principal in determining and organising the curriculum in line with local and national requirements and the Academy ethos.

Work Demands

- Increase the standard of achievement of all students, ensuring student attainment is at least in line with Academy targets.
- Recognise, value and support the delivery of those programmes which extend beyond the confines of formal timetable and that seek to enrich and add value to the learning of students.
- Play an active role in raising literacy, numeracy and levels of ICT competence.
- Engage fully with the Academy's performance management system.
- Attend all relevant meetings.
- Contribute fully to the Academy's self-evaluation.
- Be able to think on your feet and use own initiative to deal quickly and effectively with unforeseen changes and situations as they arise.
- Promote good student behaviour, deal promptly with conflict and incidents in line with Academy policy and encourage students to take responsibility for their own behaviour.

Physical Demands

- Normal physical effort required.

Working Conditions

- Contribute to an excellent working environment within the department
- Ensure an environment and methods of working which secure safe, effective learning appropriate to the individual needs of all students and which promote high standards of achievement, behaviour and discipline.
- Work is mainly based within the Academy.
- Be responsible for the organisation, setting out, clearing away and care of learning resources as well as ensuring the classroom is left in good order to create purposeful and attractive learning environment.

Accountability

You are accountable to, and will report to The Principal as appropriate. You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or other methods of study. Success will be measured through: Performance achievement of individual targets within the annual Appraisal process.

General notes

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. Your role will play a significant part in the monitoring of highlighted students as part of the safeguarding process. An enhanced DBS disclosure is required by all staff. This role involves working with children on a daily basis and is therefore in regulated activity.

General Expectations

Behaviour Expectations

- Establish **H**igh expectations for all that we seek to achieve.
- Create **E**quity of opportunity, removing disadvantage.
- Champion the success and life chances of **A**ll children.
- Furnish pupils and staff with the **R**esilience to succeed as lifelong learners.
- Promote **T**olerance and respect for ourselves, our communities and our environment.

Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.
- The Academy is a designated non-smoking site.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: