



## **Job Outline**

### **Teacher**

**Responsible to:** Subject coordinators in Business and Computing  
**Pay:** Main/Upper Pay Range  
**Full time/Part time:** Full-Time

### **Job Purpose**

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of The School and the Department.

#### **Safeguarding**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

**The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.**

#### **Key Responsibilities**

- In consultation with the Subject Leader/Coordinator, to plan, design and produce teaching materials and resources which are appropriate to age and ability
- In accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning
- Assess, record and report on the development, progress and attainment of the students assigned to him or her
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
- Implement the school's policy with regard to registration, student absence, dress code and enforce rules relating to behaviour and health and safety
- Participate in full staff and departmental meetings and to contribute to the school's decision making and consultation procedures
- Establish individual active links with industry and business in order to extend both student learning and own professional development

### **Additional Specific Responsibilities**

- To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor
- To carry out a share of supervisory duties in accordance with published rotas
- To participate in appropriate meetings with colleagues and parents relative to the above duties

### **Resources**

- Operate relevant equipment/ICT packages (e.g. Google, internet, intranet, SIMS, E-mail)
- Support Learning Support Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)
- To be fully qualified to teach through the secondary range for Key Stages 3, 4 and 5
- To demonstrate an enthusiasm for the subject which will inspire student progress
- To demonstrate a capacity to design materials that are differentiated and will engage students in the learning process
- To have experience of IT and a willingness to use it to plan and teach lessons
- To have the capacity to work as a member of a team with a view to taking responsibility in one area of the curriculum
- To have the ability to work effectively with staff and students at all levels
- To ensure students are engaged in their learning
- To maintain a detailed knowledge of the relevant aspects of the National Curriculum

### **General**

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Sigma Trust's Equal Opportunities Policy
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.