

# Job Description & Person Specification

<b>JOB TITLE</b>	Teacher
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The Hastings Academy
<b>RESPONSIBLE TO</b>	Head of Faculty
<b>MAIN PURPOSE OF THE JOB</b>	To Deliver High Quality, Engaging and Effective Learning Through Comprehensive Curriculum Knowledge and Excellent Professional Skills.
<b>CORE REQUIREMENTS</b>	
•	Inspire trust and confidence in students and colleagues.
•	Build team commitment with colleagues and in the classroom, engage and motivate students.
•	Demonstrate analytical thinking, improve the quality of students' learning, contribute to the Academy improvement/development planning and promote the learning priorities of the Academy Development Plan.
•	Contribute to the development and/or implementation of Academy policies.
•	Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities.
•	Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and/or maintenance.
•	Promote the wider aspirations and values of the Academy.
•	<b>Planning, Teaching and Class Management</b>  Teach allocated students by planning their teaching to achieve progression of learning through: <ul style="list-style-type: none"> <li>• understanding and applying effective classroom management,</li> <li>• understanding and applying a range of teaching strategies,</li> <li>• positively targeting and supporting individual learning needs,</li> <li>• maintaining high levels of behaviour and discipline,</li> <li>• effectively using homework and other extra-curricular learning opportunities,</li> </ul>

- demonstrating appropriate consistent progress:
  - for the majority of students
  - across all teaching areas
  - across all spectrums of background, ability and behaviour that compares favourably with students in similar settings,
- effectively managing other adults in the classroom.

### **Monitoring, Assessment, Recording, Reporting**

- Use performance data to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.
- Report on progress to all stakeholders.

### **Pastoral Duties**

- Be a mentor to an assigned group of students.
- Promote the general progress and well-being of individual students in your mentor group as a whole.
- Liaise with the Assistant Head of Faculty for Behaviour & Attendance to ensure the implementation of the Academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise according to Academy policy.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the Academy.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the 'Every Child Known' agenda.

	<ul style="list-style-type: none"> <li>• Undertake professional development to enhance teaching and students' learning, apply outcomes and identify impact and share outcomes with colleagues.</li> <li>• Take responsibility for professional learning.</li> </ul>
•	To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy's policies for Health and Safety, and Equal Opportunities
•	To participate in professional development activities and performance management activities as required
•	To undertake other reasonable duties as directed by your line manager
<p>This Job Description is correct at the time of publication and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: March 2023</b>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure and Barring Check (DBS)</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p><b>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>	

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

#### Qualification criteria

- Degree / Qualified Teacher Status
- Evidence of relevant and substantial CPD

#### Ethos, Skills and Knowledge

- Commitment to fully inclusive education
- Commitment to the pursuit of high standards – academic and behavioural
- Commitment to staff participation in decision making
- Commitment to quality provision for SEN students
- Commitment to equal opportunities
- The ability to work in a fast moving and constantly changing environment
- Effective teaching, student management and communication skills

#### Personal Qualities

- Vision, warmth, energy, resilience, enthusiasm and caring