



# Brighter Futures Learning Partnership Trust

## APPLICATION INFORMATION

# **Contents:**

**Job Description**

**Person Specification**

**How to Apply**



## Job Description

**JOB TITLE:** Teacher of Creative and Digital Media

**BAND:** MPS/UPS

**RESPONSIBLE TO:** Curriculum Director for Creative and Digital Media

### **Overall Responsibility:**

#### **The Teacher of Creative and Digital Media is responsible for:**

- Working with the Curriculum Director to ensure the delivery of the curriculum to the highest possible standard.
- Delivering exciting and innovative lessons across all ages and abilities.
- Supporting the stated aims of the school as given in the Staff Handbook and School Development Plan.
- Operating within all school Policies.
- Carrying out a share of school duties and extracurricular activities, including games where appropriate.

#### **The key tasks of the role involve undertaking the duties detailed below:**

- Good knowledge of special educational needs especially those within a mainstream school setting
- Ability to create exciting and innovative teaching and learning resources
- Ability to maximise student outcomes immaterial of student ability
- Excellent communication skills with students, parents and staff
- Ability to review and implement effective programmes of study in line with the examination specification requirements
- To keep abreast of relevant curricular and educational developments
- Monitoring of student progress
- Ability to contribute to the development of teaching and learning materials across the School
- Willingness to reflect on teaching practice and to be open to learning new ideas and techniques
- Commitment to regular and high-quality assessment and feedback
- Must be enthusiastic and able to motivate and inspire students
- Excellent ICT skills
- To manage student learning through effective teaching in accordance with Departmental schemes of work and policies

- To ensure continuity, progression and cohesiveness in all teaching
- To use a variety of methods and approaches which differentiate and stimulate to match curricular objectives and the range of student needs, and ensure equal opportunity for all students
- To set and mark regularly, (in accordance with the School's assessment and marking policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning
- To work effectively as a member of the department to improve the quality of teaching and learning
- To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement
- Interest in the use of new technologies in the classroom, such as iPads, Social Networks and eBooks
- Ability to work in an enthusiastic manner bringing new ideas and suggestions
- To use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem
- To support individual students and groups of students through attendance of such events as major extracurricular events

### **Monitoring, Assessment, Recording, Reporting, and Accountability**

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- To assess students' work frequently in line with departmental and school policy and use the results to inform future planning, teaching and curricular development.
- To be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- To monitor unexplained absences or patterns of absence; which should be reported immediately to the academic achievement leaders.

### **Subject Knowledge & Understanding**

- Essential to keep up-to-date with research and developments in pedagogy.
- Detailed knowledge of the Science Curriculum at KS3 and KS4 to raise the level of achievement of students of all abilities.
- Have very good standards of English and Maths and understand the importance of using standard English as part of their instruction.

### **Professional Standards & Development**

- To be a role model to students through personal presentation, dress and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.

- To cover for absent colleagues as required and to assist with examination invigilation as requested.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School handbook and support all the School's policies.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the school's appraisal system and performance management procedures.
- To liaise effectively with parents and with other agencies with responsibility for students' education and welfare.
- To liaise effectively with parents and with other agencies with responsibility for students' education and welfare.
- To undertake any reasonable task as directed by the Head or Senior Leader.
- To be familiar with and implement the relevant requirements of the current SEND Code of Practice.
- To be familiar with Education Health Care Plans.
- To consider the needs of all students within lessons (and to implement specialist advice) especially those who: have SEND; are gifted and talented; are not yet fluent in English.

#### **Others**

- An educational philosophy that values equal opportunities and the importance of the individual.
- A willingness to be self-evaluative and a desire for self-improvement.
- A positive approach and the belief that all young people can achieve, despite their ability.
- Flexibility.
- A desire to be a highly effective educationalist who is prepared to invest in themselves.

N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

**Any other duties as reasonable required by your Curriculum Director or member of the Senior Management Team**

**Doncaster UTC is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service.**



## Person Specification

**JOB TITLE:** Teacher of Creative and Digital Media

**BAND:** MPS/UPS

**RESPONSIBLE TO:** Curriculum Director for Creative and Digital Media

Education	Essential	Desirable
<ul style="list-style-type: none"> <li>➤ A degree in IT / Digital Media</li> <li>➤ A qualified teacher or expected to gain it this year</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	
Knowledge and Skills		
<ul style="list-style-type: none"> <li>➤ Excellent subject knowledge of IT / Digital Media</li> <li>➤ Excellent communication skills, written and verbal</li> <li>➤ Good knowledge of special educational needs especially those within a mainstream school setting</li> <li>➤ To have working knowledge of Adobe CC software for film, TV, radio, web, app and animation production</li> <li>➤ Enthusiastic and able to motivate and inspire students</li> <li>➤ Excellent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li></li> <li></li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li>✓</li> <li>✓</li> <li></li> <li></li> </ul>
Other		
<ul style="list-style-type: none"> <li>➤ A passionate commitment to develop the best in young people</li> <li>➤ Tact and diplomacy in all interpersonal relationships with the public and students and colleagues at work.</li> <li>➤ Self-motivation and drive to complete tasks to the required timescales and quality standards</li> <li>➤ Flexibility to adapt to changing workload demands</li> <li>➤ Personal commitment to the school's professional standards and code of conduct</li> <li>➤ A commitment to further training and a willingness to participate in relevant CPD</li> <li>➤ Willingness to be engaged in partnership and community activities</li> <li>➤ Commitment to the aims and ethos of the school</li> <li>➤ A positive approach to the challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
Safeguarding		
Has been Trained to a minimum Level 2 in Safeguarding. Issues relating to the safeguarding and welfare of children.	✓	✓

## How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

**Applications should be received by 9am Friday 9<sup>th</sup> May 2025**

**Interviews will be held Thursday 15<sup>th</sup> May 2025**

**\*Please note that if you have not been contacted by Wednesday 14<sup>th</sup> May 2025, you have not been shortlisted for interview.**

## Good luck with your application.