

| JOB DESCRIPTION  |                    |                      |                 |
|--|--------------------|----------------------|-----------------|
| <b>JOB TITLE</b>   | Subject Teacher    | <b>SALARY</b>        | Main Scale      |
| <b>RESPONSIBLE TO</b>  | Head of Department | <b>LOCATION</b>      | UTC Oxfordshire |
| <b>DIRECT REPORTS</b>  | None               | <b>LAST REVIEWED</b> | November 2022   |
| <b>Signatures (employee and line manager)</b>  |                    |                      |                 |
| JOB PURPOSE  |                    |                      |                 |
| To carry out the professional duties of a teacher as circumstances may require and in accordance with the UTC's policies under the direction of the Principal. To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.   |                    |                      |                 |
| MAIN DUTIES AND RESPONSIBILITIES   |                    |                      |                 |
| <p><b>Planning, Teaching and Class Management</b></p> <p>Teach allocated students by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> <li>• Identifying clear teaching objectives and specifying how they will be taught and assessed.</li> <li>• Setting tasks which challenge students and ensure high levels of interest.</li> <li>• Setting appropriate and demanding expectations.</li> <li>• Setting clear targets, building on prior attainment.</li> <li>• Be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs.</li> <li>• Providing clear structures for lessons maintaining pace, motivation and challenge.</li> <li>• Making effective use of assessment and ensure coverage of programmes of study.</li> <li>• Ensuring effective teaching and best use of available time.</li> <li>• Maintaining discipline in accordance with the UTC's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• Use effective questioning, listen carefully to students, and give attention to errors and misconceptions</li> <li>• Select appropriate learning resources and develop study skills through library, ICT and other sources.</li> <li>• Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.</li> <li>• Evaluating own teaching critically to improve effectiveness.</li> <li>• Ensuring the effective and efficient deployment of classroom support.</li> <li>• Liaise with the Subject Leader to ensure the implementation of department policy and best practice.</li> </ul> |                    |                      |                 |

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

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor students' work and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- Undertake assessment of students as requested by examination bodies, departmental and school procedures.
- Prepare and present informative reports to parents.
- Undertake assessment of students and participate in the school's system reporting to parents.
- Pastoral Duties
- Be a mentor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the form tutor group as a whole.
- Liaise with the Pastoral Leader to ensure the implementation of the UTC's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school 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 school concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise according to school policy.

### **Other Professional Requirements**

- Operate at all times within the stated policies and practices of the UTC.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every student the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to the Every Child Matters agenda; co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the UTC, department and students.
- Contribute to the corporate life of the UTC through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as open evenings, parent's evenings, Review days and events with partners.
- Take responsibility for own professional development and duties in relation to UTC policies and practices.
- Liaise effectively with parents and governors.

## GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at any time in consultation with the post holder.

| QUALIFICATIONS & EXPERIENCE   |  | TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS   |  | BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES   |   |
|---|--|--|--|--|---|
| Qualifications  |  | Essential  | Desirable  | Equality and Diversity   |   |
| Essential   | Desirable  |  |  | Essential  | Desirable   |
| <ul style="list-style-type: none"> <li>• Relevant degree</li> <li>• Qualified teacher status</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant further degree, further relevant professional studies</li> <li>• Relevant Professional body memberships</li> </ul> | <ul style="list-style-type: none"> <li>• Excellent understanding of the subjects qualified to teach</li> <li>• Knowledge and understanding of current curriculum developments</li> <li>• Ability to create an ethos and which enables all students to achieve their potential</li> <li>• Ability to work effectively as part of a team.</li> </ul> | <ul style="list-style-type: none"> <li>• The ability to form relationships with stakeholders</li> <li>• Ability to work effectively with members of local industry and the community</li> <li>• The ability to analyse and interpret student performance data and set challenging and realistic targets</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education</li> <li>• Ability to integrate equality policies into service delivery and employment practices</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of appropriate national standards</li> <li>• Understanding of multicultural issues in the context of a secondary school</li> </ul> |

| Experience   |  |   |  | Other requirements  |  |
|--|--|---|--|---|--|
| Essential  | Desirable  |   |  | Essential   | Desirable  |
| <ul style="list-style-type: none"> <li>• A good Teacher</li> <li>• A good understanding of how IT can support and enhance teaching and learning</li> </ul> | <ul style="list-style-type: none"> <li>• An outstanding teacher</li> <li>• Experience of innovative and successful collaboration with business and the community</li> <li>• Commercial experience.</li> <li>• Pastoral experience for students</li> <li>• Experience of use of innovative approaches to development of teaching and learning</li> <li>• A track record of raising standards with students of all abilities in a challenging environment</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to challenge self, staff and students to develop new outcomes through an entrepreneurial attitude</li> </ul> |  | <ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Good communication and ambassadorial skills</li> <li>• Ability to prioritise</li> <li>• A 'can do' attitude</li> <li>• Must be able to maintain the right work/life balance</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to turn hand to anything during early phases</li> </ul> |



## ATTRIBUTES



### PROFESSIONAL

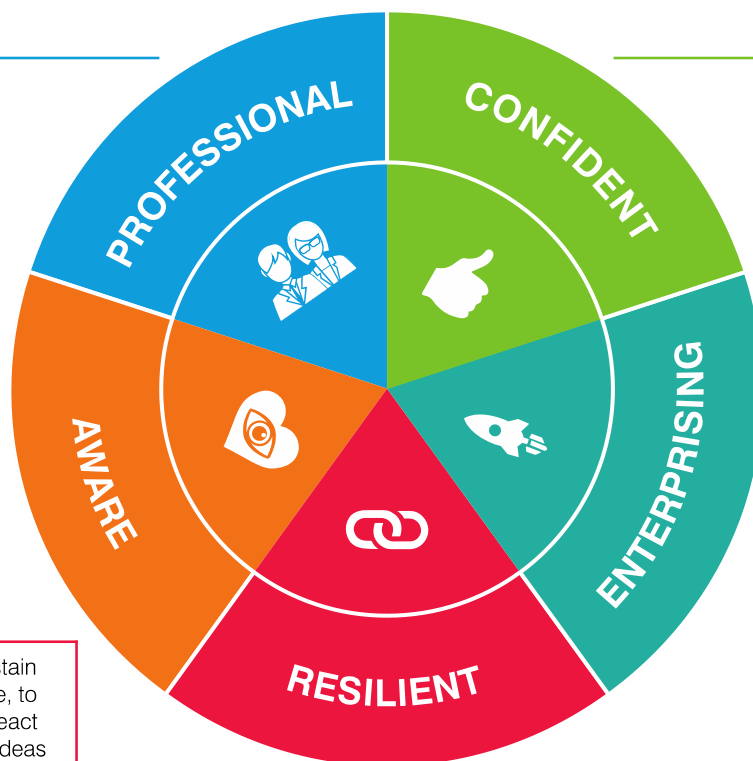
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

### AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

### RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



### CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

### ENTERPRISING

Employees approach problems and challenges positively, demonstrate a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'.*