

# Job Description

|                            |                                                                                                                                                                                                                                                                            |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST TITLE:</b>         | <b>TEACHER OF DESIGN TECHNOLOGY</b>                                                                                                                                                                                                                                        |
| <b>GRADE:</b>              | <b>MPS/UPS</b>                                                                                                                                                                                                                                                             |
| <b>MAIN PURPOSE:</b>       | <b>Teaching</b><br><b>Promoting the highest standards of behaviour in order to promote a calm working environment in the Academy, and to create an atmosphere conducive to learning</b>                                                                                    |
| <b>RESPONSIBLE TO:</b>     | <b>Head of DT</b>                                                                                                                                                                                                                                                          |
| <b>RELATIONSHIPS WITH:</b> | <b>Senior Leadership Team</b><br><b>Maths, Science and Computer Science Colleagues</b><br><b>Year Leaders</b><br><b>Local community and educational providers</b><br><b>SENCo / Teaching Assistants</b><br><b>Support Staff</b><br><b>Other teachers</b><br><b>Parents</b> |

## JOB PURPOSE

Each teacher is responsible for all aspects of teaching and learning for those classes and students assigned to them. This involves the organisation and administration of classes, the preparation of lesson plans and teaching within faculty guidelines and schemes of work. Each member of staff has a responsibility to promote high quality throughout their work and that of the faculty, Academy and Trust as a whole. In particular it is important to maintain high standards of achievement and to encourage all students to fulfil their potential through effective teaching and high expectations.

In teaching at Archway Learning Trust, importance is attached to:

- Team work
- Open consultation and participation in decision making
- Good communication
- A mutually supportive approach - sharing responsibility, success and problems
- Exercising positive leadership with students
- Maintaining high personal and professional standards
- Being forward looking and anticipating change

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement

- Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
  4. Contribute to the overall aims of the Trust and Academy Improvement Plans
  5. To develop and implement own professional development and skills
  6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
  7. To demonstrate an excellent record of attendance and punctuality.
  8. Work cooperatively as part of the Trust wide staff team
  9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## MAIN RESPONSIBILITIES

- Teach students of the full range of age and ability;
- Contribute to the development of the Department's curriculum;
- Attend and contribute to school acts of worship, as applicable;
- Follow Academy and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings;
- Take part in departmental activities such as trips;
- Undertake such departmental responsibilities as are delegated by the Head of Faculty;
- Act as form tutor to a group of students
- Carry out a share of supervisory duties in accordance with published rotas;
- Set and mark home learning in accordance with Academy and departmental policies;
- Participate in meetings with colleagues and/or parents/carers with regard to the above responsibilities.

## TEACHER RESPONSIBILITIES

- Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work;
- Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs, and gifted or talented students. They should be aware of, and take proper account of the strategies agreed in IEPs (Individual Education Plans) and IBPs (Individual Behaviour Plans);
- Keep an attendance register of students in every lesson and following up absence when necessary;
- Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
- Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback;
- Be able to make use of the performance data available in the Academy in order to determine how much progress their students are making;
- Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning;
- Make an active contribution to implementing the policies and aspirations of the Academy and Trust;
- Be effective professionals who challenge and support all students to do their best;
- Set and maintain high expectations for student behaviour;
- Set a good example to students, for example in terms of appropriate dress, standards of punctuality and attendance;

## GENERAL NOTES

- The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher; please also refer to the Teachers' Standards.
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;

- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

## PERSONAL SPECIFICATION – TEACHER OF DT

|                                           | <u>Essential</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <u>Desirable</u>                                                                                                                                                                                                                                                              |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Qualifications</u></b>              | <ul style="list-style-type: none"> <li>• Relevant 'A' Levels (or equivalent) and degree;</li> <li>• Qualified Teacher Status.</li> <li>• First Aid Certificate or willingness to work towards one</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Good honours degree (2:1 or better);</li> <li>• Able to teach Key Stage 5.</li> </ul>                                                                                                                                                |
| <b><u>Experience</u></b>                  | <ul style="list-style-type: none"> <li>• Relevant teaching experience or teaching practice;</li> <li>• Experience of working with students of a wide range of abilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Currently working or training in UK secondary school or FE College;</li> <li>• Relevant 'life experience' e.g. time working in business or industry.</li> <li>• Experience of teaching Product Design and/or Construction</li> </ul> |
| <b><u>Knowledge and understanding</u></b> | <ul style="list-style-type: none"> <li>• An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism(s)</li> <li>• The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li> <li>• Statutory National Curriculum requirements at the appropriate key stage;</li> <li>• The monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</li> <li>• The positive links necessary within the Academy and with all its stakeholders;</li> <li>• Effective teaching and learning styles.</li> </ul> | <ul style="list-style-type: none"> <li>• EAL</li> </ul>                                                                                                                                                                                                                       |
| <b><u>Skills and Abilities</u></b>        | <ul style="list-style-type: none"> <li>• Ability to use innovative, active teaching methods;</li> <li>• Ability to use ICT as a learning/admin tool;</li> <li>• An ability to work in collaborative partnership with the full range of people associated with the Trust - staff, parents, governors, community, business, Diocese and LA;</li> <li>• Effective communication skills, written and verbal;</li> <li>• Good organisational skills;</li> <li>• Ability to work with students with special needs or who are Gifted and Talented.</li> <li>• Ability to develop literacy, including EAL, resources across the curriculum.</li> </ul>                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Commitment to offering effective extra- curricular activities</li> </ul>                                                                                                                                                             |
| <b><u>Personal Characteristics</u></b>    | <ul style="list-style-type: none"> <li>• An empathy for children from a wide variety of social and cultural backgrounds;</li> <li>• Ability to support the important Christian values of the Trust;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                               |

|  |                                                                                                                                                                                                                                                                                                                                                   |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>• A willingness to work hard with enthusiasm and vision;</li> <li>• Tact and sensitivity;</li> <li>• Integrity and good judgement;</li> <li>• Confidence, independence and flexibility;</li> <li>• Able to motivate self and others;</li> <li>• Calm under pressure;</li> <li>• Well-organised.</li> </ul> |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|