

Teacher Job Outline and Person Specification

Position Title	Teacher of English – Maternity Cover
Location	Okehampton College
Reporting to	College Principal
Job Term	Temporary
Hours	Full Time or Part Time (preferably 0.8 fte)
Salary	TPS
Organisation	The Dartmoor Multi Academy Trust
Effective date of JD	As soon as possible

There are 17 schools within The Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

Your main place of work will be Okehampton College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Principal.

Job Purpose:

To be an effective teacher who challenges and supports your students to do their best by:

- inspiring trust and confidence in your students and colleagues;
- building team commitment amongst your students and colleagues;
- engaging and motivating students;
- analytical thinking;
- taking positive action to improve the quality of your students' learning.

Main Duties and Responsibilities:

- Maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.
- Plan tutorials, lessons and sequences of lessons to meet pupils' individual learning needs.

- Use a range of appropriate strategies and follow College policies for tutoring, behaviour management and classroom management.
- Use information about prior attainment to set well-grounded expectations for students in your teaching and tutorial groups.
- Assess, monitor and record the progress of students in your teaching and tutorial groups; give them constructive feedback, targets and advice; and, report their progress to, and discuss their progress with, their parents.
- Ensure that, as a result of your training and teaching, your students achieve well, relative to their pupils' prior attainment, making progress as good or better than similar pupils nationally. You will be expected to achieve agreed performance management objectives.
- Within the framework of the College's appraisal and CPD policies, take responsibility for your own professional development and use the outcomes to improve your tutoring and teaching and your students learning.
- Make an active contribution to the policies, aspirations and plans of your House, of your curriculum team and of the College – a community comprehensive school, with Technology specialist status.

Professional Aspiration:

All teachers through professional growth and sustained and substantial performance and contribution to the College can aspire to a salary of UPS3.

UPS3 teachers play a critical role in the life of the College. They provide a role model for teaching and learning, making a distinctive contribution to the raising of student standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils' learning.

Line Management:

Teachers are responsible to their Head of Faculty, Assistant Faculty or Subject Leader. Assistant Faculty and Subject Leaders are responsible to their Head of Faculty. Tutors are responsible to their Student Progress Leader or Student Progress Leader – Post 16.

Heads of Faculty, Student Progress Leaders and Student Progress Leader – Post 16 are responsible to nominated members of the leadership group.

Staff with Cross Curricular responsibility will report to the member of the leadership group responsible for that function and to their HoF and SPL in respect of teaching and tutoring.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy

- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

Teachers must abide by the Teachers' Standards throughout their career. Teachers (and staff appointed under Teaching Staff Terms and Conditions) must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of those contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

Person specification:

Attribute	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Good degree or relevant vocational qualification pertaining to the subject to be taught. • Qualified Teacher Status (QTS). 	<ul style="list-style-type: none"> • Further professional level qualifications (e.g. Masters qualifications).
Experience	<ul style="list-style-type: none"> • Evidence of current professional development. • Familiarity with current educational initiatives and developments and their impact at a local level. • Experience of pastoral care and tutoring. • Able to teach English across Key Stages 3 and 4. 	<ul style="list-style-type: none"> • Able to teach English Literature or English Language at Key Stage 5.
Practical Skills & Personal Qualities	<ul style="list-style-type: none"> • Able to communicate fluently and effectively (oral and written). • Able to motivate, inspire and support students. 	

	<ul style="list-style-type: none"> • Able to contribute to school initiatives and be part of a well-motivated team. • Awareness of the importance of effective strategies to manage behaviour and support high levels of attainment throughout the college. • Able to develop and maintain positive relationships with colleagues, governors, parents, pupils, the Local Authority and community. • Able to plan innovative and inspiring lessons to engage pupils in their study, providing appropriate feedback in lessons and on written assessments. • Able to keep up to date with developments in English. • Able to follow faculty objectives and contribute to faculty and whole school development. • Able to work under pressure. • Able to prioritise work. • Able to handle difficult and sensitive issues. • Able to participate in relevant extra-curricular activities. 	
Equal Opportunities	<ul style="list-style-type: none"> • The Dartmoor Multi Academy Trust is an equal opportunities employer. 	

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).