

# Job Description and Person Specification

## JOB DESCRIPTION

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| <b>JOB TITLE</b>               | Teacher                                                                                                                                                           |
| <b>EMPLOYER</b>                | University of Brighton Academies Trust                                                                                                                            |
| <b>LOCATION (Academy)</b>      | The Burgess Hill Academy                                                                                                                                          |
| <b>RESPONSIBLE TO</b>          | Subject Leader                                                                                                                                                    |
| <b>MAIN PURPOSE OF THE JOB</b> | To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal. |

## MAIN TASKS / KEY RESPONSIBILITIES

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| <b>1</b> | <p><b>Planning, Teaching and Class Management</b></p> <p>Teach allocated pupils 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 pupils and ensure high levels of interest;</li> <li>• setting appropriate and demanding expectations;</li> <li>• setting clear targets, building on prior attainment;</li> <li>• identifying SEN or very able pupils;</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 school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;</li> <li>• using a variety of teaching methods to: <ul style="list-style-type: none"> <li>i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary</li> <li>ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions</li> <li>iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;</li> </ul> </li> <li>• ensuring pupils 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> </ul> |
| <b>2</b> | <p><b>Monitoring, Assessment, Recording, Reporting</b></p> <ul style="list-style-type: none"> <li>▪ assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;</li> <li>• mark and monitor pupils' work and set targets for progress;</li> <li>• assess and record pupils' progress systematically and keep records in agreement with Academy policies to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;</li> <li>• undertake assessment of students as requested by examination bodies, departmental and school procedures;</li> <li>• prepare and present informative reports to parents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Curriculum Development</b> <ul style="list-style-type: none"> <li>Contribute to a subject area or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance</li> <li>Contribute to the whole school's planning activities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Pastoral Duties</b> <ul style="list-style-type: none"> <li>be a form tutor to an assigned group of students;</li> <li>promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;</li> <li>liaise with the Head of Year/Assistant Head of Year to ensure the implementation of the Academy's pastoral system;</li> <li>register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;</li> <li>contribute to the preparation of Action Plans and progress files and other reports;</li> <li>alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;</li> <li>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;</li> <li>contribute to PSHE, Citizenship and Enterprise according to Academy policy.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Other Professional Requirements</b> <ul style="list-style-type: none"> <li>have a working knowledge of teachers' professional duties and legal liabilities;</li> <li>operate at all times within the stated policies and practices of the school;</li> <li>know subject(s) or specialism(s) to enable effective teaching;</li> <li>establish effective working relationships and set a good example through their presentation and personal and professional conduct;</li> <li>endeavour to give every child the opportunity to reach their potential and meet high expectations;</li> <li>contribute positively and effectively to the Every Child Matters agenda;</li> <li>co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;</li> <li>contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;</li> <li>attend the full range of meetings contained within the directed time budget necessary to contribute to the discharge of responsibilities of the subject area teams and Academy as a whole;</li> <li>take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate;</li> <li>take responsibility for own professional development and duties in relation to Academy policies and practices;</li> <li>liaise effectively with parents and governors.</li> </ul> |
| <p>This Job Description is correct at the time of print 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: 20.10.18</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Additional Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>This post is subject to an Enhanced Criminal Record Check</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>                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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.

## PERSON SPECIFICATION

### **Education & Qualification criteria**

Educated to degree level  
Qualified Teacher Status  
Permitted to work in the UK

### **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**

Organised  
Resilient  
Enthusiastic