

Job Description

Job Title: Teacher of English and Sociology

Location: Jane Austen College, Norwich

Closing date: 12pm on Friday 15th October 2021

Job title	Teacher of English and Sociology (Maternity Cover)
Salary Scale	MPS/UPS
Hours of Work	0.8 full time equivalent (FTE)
Responsible to	Head of Department (English)
Location	Jane Austen College, Norwich

PURPOSE:

- To implement and deliver a broad, balanced and inclusive curriculum for students and to support a designated curriculum area
- To monitor and support overall progress and development of students as a teacher/form tutor and therefore contribute to raising standards of student attainment
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To share and support the Academy responsibility to provide and monitor opportunities for personal and academic growth
- To offer active support for the Academy's Policy and Procedures taking into account Teachers' Standards, standard 7

CORE DUTIES:

- To teach students according to their educational needs
- To assess, record and report on the attendance, progress, development and attainment of students and to keep and provide records as required
- To contribute to reports, references and assessments of students as required
- To undertake designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To maintain discipline in accordance with the Academy procedures to encourage attendance, punctuality, good behaviour and good standards of work and homework
- To undertake assessment of students' work in accordance with the requirements of external examining bodies
- To deploy classroom Learning Support Assistants and resources effectively within the learning environment
- To work as a member of a team
- To assist in the development of Schemes of Work and relevant resources and whole Academy Policies as appropriate
- To assist in the process of curriculum development and change in line with the Academy strategic aims
- To contribute to and implement the Academy Development Plan
- To plan and prepare lessons
- To contribute to whole Academy planning activities

- To take part in the Staff Development Programme
- To engage actively in the Performance Management process
- To help implement Academy quality procedures and adhere to those
- To contribute to the monitoring and evaluation procedures within the Academy – including evaluation against quality standards and performance criteria
- To maintain records and to provide up-to-date and accurate information for registers
- To complete relevant documentation to assist in the tracking of students and to track student progress and use this information to inform teaching and learning
- To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures
- To take part in open evenings and Parents Evening as appropriate
- To promote the general progress and well-being of students and class as a whole
- To register students and accompany them to assemblies and encourage their full attendance at the Academy
- To encourage student participation in wider Academy life
- To contribute to and maintain student records for individuals within the form group and use these to encourage the student to take an active role in their learning in the Academy
- To alert staff to problems experienced by students
- To communicate with parents/carers and external bodies over matters connected to the learning and well-being of the students

OTHER DUTIES:

- To play a full part in the life of the Academy community and support the ethos, aims and mission statement of the Academy and encourage others to follow this example
- To support the Academy in its legal duties for worship
- To promote actively the Academy corporate policies
- To promote personal development as agreed
- To comply with the Academy health and safety policy and practice

WORKING TIME

The job description allocates responsibilities and duties but does not allocate the particular amount of time to be spent carrying them out and no part of it can be so constructed. In allocating time to the performance of responsibilities and duties the post holder must be directed in accordance with the Academy Teachers' Pay and Conditions Document and the Academy's policies and procedures and the Academy's plan on the use of time.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Principal
The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Academy's Equality & Diversity Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development
Experience	The Class Teacher should have experience of: Teaching in a secondary setting	Experience teaching GCSE and A Level groups.
Knowledge and understanding	The Class Teacher should have knowledge and understanding of: knowledge-rich teaching; the theory and practice of providing effectively for the individual needs of all students the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection; the positive links necessary within the Academy and with all its stakeholders..	Interest in running extra curricular activities, such as reading clubs.
Skills	The Class Teacher will be able to: promote the Academy's aims positively, and use effective strategies to monitor motivation and morale; develop good personal relationships within a team; establish and develop close relationships with parents, governors and the community; communicate effectively (both orally and in writing) and be approachable to a variety of audiences;	In addition, the Class Teacher might also be able to: develop strategies for creating community links.

	work in an organised manner, committed to the task in hand; be resourceful, enthusiastic and patient to create a happy, challenging and effective learning environment.	
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Name.....

Date

Signed