



JOB DESCRIPTION

- Post:** Teacher of Ethical Studies
- Reporting to:** Head of Curriculum Area
- Salary Range:** Competitive salary (negotiable at interview)

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of achievement and maximising student attainment
- To share and support the Academies' responsibility to provide and monitor opportunities for personal and academic growth
- To be committed to the safeguarding of children

Main Core Duties:

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To contribute to the Department's improvement plan and its implementation
- To contribute to the whole Academies' planning activities
- To contribute to the Department process of self-review, evaluation and improvement planning activities

Curriculum Provision:

- To assist the Head of Curriculum Area in order to ensure that the curriculum area provides a range of teaching and learning which complements the Academies' strategic objectives

Staff Development:

- To take part in the Academies' staff development programme by participating in arrangements for further training and professional development

Principal: Mr Leon Lima

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX

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- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the Academies

Quality Assurance:

- To adhere to and to help to implement the Academies' quality procedures
- To contribute to the process of monitoring and evaluation of the faculty in line with the Academies' procedures, including evaluation of the Department as well as including evaluation against quality standards and performance criteria
- To implement modifications and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academies

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the Academies' management information system
- To complete the relevant documentation to assist in the tracking of students
- To track the progress of assigned students and use this information to inform teaching and learning

Communications:

- To communicate effectively with the parents of students as appropriate
- To communicate and co-operate with persons or bodies outside the Academies, where appropriate
- To follow agreed policies for communications in the Academies
- To attend meetings in accordance with the Academies' policy

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the Academies and elsewhere
- To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

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- To ensure that ICT, literacy, numeracy, cross-curricular aspects and the Academies' subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a 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 good order, discipline and respect for others; to promote understanding of the Academies' rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, department and Academies' procedures
- To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken

Other specific duties:

- To play a full part in the life of the Academies' community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To support the Academies in meeting its legal requirements for worship
- To promote actively the Academies' policies
- To continue personal, professional development
- To actively engage in the Academies' self-review and evaluation processes
- To actively engage in the Academies' appraisal processes
- To comply with the Academies' Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Principal
- To undertake any other duty as specified by the Principal not mentioned above
- To comply with the Academies' procedures concerning safeguarding and to ensure that training is accessed

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