



## Job description

**Post title** Teacher / (tutor where allocated)

**Post purpose**

- Under the reasonable direction of the principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- 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/ 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 student attainment.
- To share and support the college's responsibility to provide and monitor opportunities for personal and academic growth.
- To provide and safeguard the welfare of students the post holder is responsible for, or comes into contact with.

**Reporting to** Curriculum team leader (head of year where allocated as a tutor).

**Responsible for** The provision of a full learning experience and support for students.

**Liaising with** Principal, senior leadership team, SEND team, pastoral team, teachers and support staff, LA representatives, external agencies and parents.

**Working time** Full time as specified within the STPCD.

**Salary/grade** Classroom teachers' pay scale.

**Disclosure level** Enhanced.

### Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in college and elsewhere.
- 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 pupils and groups of students.
- To ensure that ICT, literacy, numeracy and school 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 use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the curriculum.
- To maintain discipline in accordance with the college's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To reward students in accordance with the college's procedures.
- To undertake assessment of students as requested by external examination bodies, departmental and college procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### **Operational / strategic planning**

- To assist in the development of appropriate curriculae, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- To contribute to the curriculum area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole college planning activities.

### **Curriculum provision**

- To assist the curriculum leader and assistant principal in charge of teaching and learning, to ensure that the curriculum area provides a range of teaching which complements the college's strategic objectives.

### **Curriculum development**

- To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the college's vision statement and aims.

### **Staffing**

- To take part in the college's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the performance management 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 college.

### **Quality assurance**

- To help to implement college quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed college procedures, including evaluation against quality standards and performance criteria. To seek/implement modification 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 college.

### **Management information**

- To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **Communication and liaison**

- To communicate effectively with the parents and carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the college.
- To follow agreed policies for communication in the college.
- To take part in liaison activities such as consultation evenings, review days and liaison events with partner schools.

- To contribute to the development of effective subject links with external agencies.

### **Management of resources**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the curriculum leader/head of year to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the college, department and the students.

### **Pastoral system**

- Where allocated, to be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole through regular mentoring.
- To liaise with the relevant head of year to ensure the implementation of the college's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of college life.
- To evaluate and monitor the progress of students and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans and progress files and other reports, including annual reports to parents/carers.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the college concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHCE according to college policy.
- To contribute to spiritual reflection according to college policy.
- To apply the Behaviour Management Policy and procedures so that effective learning can take place.
- To assist with the relevant transfer processes with partner schools.

### **School ethos**

- To play a full part in the life of the college community, to support its distinctive vision and ethos and to encourage and ensure that staff and students follow this example.
- To support the college in meeting its legal requirements for worship including leading or supporting a tutor group in its delivery of one assembly for spiritual reflection each year.
- To actively promote the college's corporate policies.
- To comply with the college's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable task at the discretion of the principal.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Embrace Multi Academy Trust and the academies which form part of that seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

This post is subject to an Enhanced DBS check regarding any previous criminal record.



## Person specification Teacher of mathematics

	Essential	Desirable
<b>1. Qualifications</b>	Qualified teacher status.  Degree status.  Commitment to continuing professional development.	Degree or equivalent in mathematics.
<b>2. Experience</b>	Evidence of successful mathematics teaching experience (which would be initial teacher training for a newly qualified candidate).	Evidence of successful teaching at Key Stage 3 and Key Stage 4.  Ability to teach a second subject.
<b>3. Communication</b>	Evidence of excellent written skills.  High level of ICT skills.  Ability to sustain good relations with students and colleagues.	
<b>4. Knowledge and skills</b>	Demonstrate a clear understanding and confident use of a variety of teaching methods and learning strategies.  Have a working knowledge and confidence in using up to date ICT hardware and software.  Good planning, record keeping and organisational skills.  Enthusiastic about the subject and able to inspire and motivate students.  Flexible approach towards teaching.  High expectations of work and behaviour.  A commitment to playing a full part in the pastoral welfare of students as a form tutor and through the delivery of our PSHCE programme.  Knowledge and understanding of the Ofsted Inspection Framework.  Knowledge of and commitment to safeguarding/child protection and health and safety procedures.  An understanding of and commitment to equal opportunities and the ability to apply this to strategic work and day-to-day situations.	



	Essential	Desirable
<b>5. Curriculum</b>	Sound understanding of the National Curriculum.  Willingness to contribute to curricular and resource development.  High expectation of student achievement and an understanding of managing and raising standards, including target setting.	Knowledge of cross-curricular issues.
<b>6. Management</b>	Able to manage a class effectively.  Able to manage equipment and resources efficiently.	
<b>7. Special Educational Needs</b>	An appreciation that many individuals have special educational needs that must be recognised and catered for.	Evidence of effective, supportive work with students having special needs.
<b>8. Extra-curricular</b>	Commitment to extra-curricular activities including trips and activities  Commitment to the house system.	
<b>9. Personal qualities</b>	Enthusiastic, eager and with a good sense of humour.  Good role model.  Ability to be flexible.  Punctual.  Reliable.  Personal values consistent with the ethos of a Church of England school.  Willingness to support and contribute to the Christian ethos, work, aims and character of the school.  Ability to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	
<b>10. References</b>	Supportive references.	