Job Description

Job title	Teacher (Secondary)
Reporting to	You will have a named line manager (e.g. a Curriculum Leader)
Grade / Salary	Ark Teacher Pay Scale MPS / UPS

Job purpose

- Secure outstanding outcomes for students through outstanding provision;
- Demonstrate high-quality teaching to ensure students can make accelerated progress;
- Use effective resources and uphold the highest standards of learning and achievement for all students;
- Liaise effectively with colleagues to ensure consistency of approach in teaching and learning across the whole school, and wider Ark Network;
- Promote the vision, culture and ethos of Ark Schools;
- To meet the Teachers Standards;
- To maintain a good understanding of the whole school's curriculum plans and assessment and behaviour policies;
- All other duties are outlined in the School Teachers' Pay and Conditions Document.

Key responsibilities

Teaching and learning

- Plan work in accordance with the Ark schemes of work and national curriculum requirements;
- Assist in developing appropriate specifications (syllabuses), schemes of work, resources, teaching strategies and related policies and procedures;
- Take account of students' prior levels of attainment and use them to set future targets;
- Maintain good discipline by following the behaviour policies and procedures;
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities;
- Maintain excellent classroom management with due regard to health and safety policies;
- Set appropriate and challenging work for all students;
- Identify and work appropriately with 'special educational needs' students and 'academically more able' students.

Assessment, recording and reporting

- Keep appropriate records of students' work;
- Mark and return work set, including any homework within an agreed and reasonable time;
- Use the school's marking scheme at all times;
- Carry out assessment programmes, as agreed by the school or department;
- Complete records of achievement in line with school policy;
- Complete student reports in line with school policy;
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Pastoral responsibilities

- Monitor and set targets for the social and academic progress of all students in the class;
- Endeavour to build up a good relationship with the students, so that they will look to the teacher for support and advice;

- Command high standards of student behaviour and conduct at all times and support the school in its application of related policies;
- Report issues of concern to the appropriate senior staff or pastoral support staff;
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.

Other duties

- Attend and contribute to team and full staff meetings;
- In relation to Ark's strategic plan, contribute towards the goals and target;
- Maintain a professional interest in educational initiatives and developments;
- Communicate effectively and professionally with parents and carers on student progress and welfare, if appropriate;
- Maintain an engaging a purposeful learning environment;
- Direct teaching support staff to ensure they are clear on how they can support student's learning;
- Support out of school activities;
- Contribute to the school's extra-curricular programmes;
- Commitment to own professional development and maintain a record of professional development activities;
- Maintain a professional interest in educational initiatives and developments.

Contribution to whole school

- Comply with, and assist, with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Maintain an inclusive learning environment for all students;
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with others, to support achievement and progress of students;
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students;
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others;
- Deliver out of school learning activities or duties within guidelines established by the school;
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Responsibilities for resources

- Effective use of materials and resources

Responsibilities for budgets and people

- None

Performance management and review

- Objectives and professional development plans will be balanced between the Ark, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Ark Appraisal Policy.

Core responsibilities and duties
All postholders are required to:

- Promote high standards of personal professional conduct in accordance with the Ark Pontefract Region Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the school and Ark;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Secondary Teacher

Qualification criteria

Essential

- QTS or equivalent qualified teacher accreditation;
- Degree/PGCE or equivalent qualifications;
- Understanding of Safeguarding and Child Protection issues

Desirable

- Other professional qualifications

Experience and knowledge

Essential

- Experience of basic technology, PC, internet, MS Office packages;
- Sustained track record of successful performance as an excellent teacher in relevant subject area;

- Excellent knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve highly;
- Experience of supporting SEN/D students or students with behavioural issues;
- Excellent knowledge and well-informed understanding of the assessment requirements and arrangements for the curriculum areas being taught;
- A depth of knowledge and experience to be able to give advice on the development and well-being of children and young people;
- Demonstrate highly effective pedagogical practice;
- Have an excellent knowledge and understanding of the relevant subjects/curriculum areas and related pedagogy, including how learning progresses within them;
- Have an excellent knowledge on matters concerning equality, inclusion and diversity in teaching;
- Experience of dealing with the behaviours not conducive to learning and able to deal with a variety of situations;

Desirable

- Experience of forging community/voluntary/ parent and partner agency links;

Abilities and skills

Essential

- Excellent ability to assess and evaluate;
- Ability to know how to improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school;
- Have an excellent ability to provide learners, colleagues & parents/carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development that promote student progress;
- Possess the analytical, interpersonal and organisational skills necessary to work effectively with staff and leadership;
- Understanding of student's welfare and pastoral needs;
- Full working knowledge of relevant policies/codes of practice legislation;
- Work as an effective team member and apply directions/instructions;
- Ability to participate professionally in meetings;
- Ability to relate well to children and young people;
- Able to organise self to plan and complete tasks;
- High personal standards;
- Reliability, integrity and stamina;
- Respect confidentiality;
- Commitment to personal development and learning.

Desirable

- Deal with student's personal and other crisis;

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.