The Governors expect candidates to be effective in all the tasks outlined in the job description and will in addition, require the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Specification  | Essential | Desirable | Evidence |
| *Qualifications* |  |  |  |
| Qualified Teacher Status | ✓ |  | F |
| Degree | ✓ |  | F |
| Continuing good record of professional development | ✓ |  | F |
| *Experience* |  |  |  |
| Experience of teaching at a large secondary school with a similar profile |  | ✓ | F |
| Experience teaching key stages 3, 4 and 5 |  | ✓ | F |
| Experience of being a form tutor  |  | ✓ | F, I |
| Experience teaching a large range of abilities | ✓ |  | F, I, L |
| Experience of using formative and summative assessment data in raising standards | ✓ |  | L, I |
| Use of ICT to enhance learning | ✓ |  | L, I |
| Experience of adapting lessons/learning to meet the needs of all children  | ✓ |  | L, I, R |
| *Curriculum Knowledge KS3, KS4 and KS5* |  |  |  |
| Planning for all areas of learning meets the needs of all students | ✓ |  | L, I |
| Assessment fully embedded in own practice to inform planning for teaching and learning for all students | ✓ |  | L, I |
| Understanding of how to integrate SMSC education in curricular lessons | ✓ |  | L, I |
| Ensuring a broad and balanced curriculum is delivered to all students | ✓ |  |  |
| Understanding effective inclusion practice | ✓ |  | L, I |
| *Philosophy* |  |  | L, I |
| Clear understanding of how students learn and how their individual educational and personal development needs can be met | ✓ |  | L, I |
| Clear understanding and commitment to equality principles and practices for all | ✓ |  | L, I |
| Determination to overcome barriers, including attitudinal barriers to the effective inclusion of all students | ✓ |  | L, I |
| A commitment to high expectations, standards and limitless ambition for all | ✓ |  | L, I |
| A commitment to self and school improvement | ✓ |  | L, I |
| *Other* |  |  |  |
| Fully supportive references | ✓ |  | R |
| Professional standard of dress in accordance with Q3 Academy Tipton Staff code | ✓ |  | I |
| Clear, effective verbal and written communication | ✓ |  | L, I, R |
| Commitment to “equipping students to live life to the full in pursuit of what is good, right and true” | ✓ |  | L, I, R |
| *DBS Clearance* |  |  |  |
| Working in an educational establishment, children’s day or residential care home | ✓ Enhanced |  |  |
| Involved in caring, training, supervising or being in sole, unsupervised contact with children | ✓ Enhanced |  |  |

Key to evidence sources: F = application form, L = letter, I = interview, R = references

**The Remaining Sections are for the Applicant’s Information Only**

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| **10. Disclosure and Barring Service (DBS) Requirements**: |
| In line with the Employer’s Safeguarding responsibilities, who is this position providing a service to? (please ✓as appropriate): | **Adults** | **Children** | **Neither** |
|  |  | DBS check is not requiredPlease continue to the next section. |
| **For Positions working with Children** | **Yes** | **No** | **Notes** |
| **Is the position** (a) working in a Specified place? |  |  | If yes is answered for (a) and/or (b) then the Frequently or Intensive test (c) must also be met in order for the position to be subject to an Enhanced DBS check with a check against the Children’s Barring list. |
| (b) working in an “Unsupervised Activity”? |  |  |
| (c) if yes is answered for (a) and/or (b), is the  Frequently or Intensive test met? |  |  |
| **For Positions working with Adults** | **Yes** | **No** | **Notes** |
| **Is this position working with an Adult providing:*** health care
 |  |  | If **yes** is answered to **any** of the services listed (on the left)an Enhanced DBS check with a check against the Adult’s Barring list is required.Please note: There is no “frequency” test. If **none** of the services listed (on the left) are undertaken as part of the post **no** DBS check is required. |
| * personal care
 |  |  |
| * social work
 |  |  |
| * assistance with cash, bills and/or shopping
 |  |  |
| * assistance in the conduct of a person’s own affairs
 |  |  |
| * conveying or
 |  |  |
| * day to day supervision of a person carrying our any of the above activities
 |  |  |
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| **11. Main Physical Activities/ Requirements of the Post.**Please ✓ if activity requires to be undertaken.The Academy will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities  |
| Lifting/manual handling/client handling |  | Prolonged standing or sitting  |  |
| Working at heights |  | Work with vibrating tools/machinery |  |
| Working in confined spaces |  | Bending |  |
| Working outdoors |  | Manual cleaning /domestic duties |  |
| Agricultural/gardening work |  | Food Handling |  |
| Work requiring respirators or masks |  | Rotating shift work or night work |  |
| Work requiring hearing protection |  | Driving Duties HGV/LGV/Minibus/Passenger carrying |  |
| Work with skin irritants/allergens/respiratory irritants/fine particles |  | Any other driving duties  |  |
| Use of computers |  | Using restraint |  |
|  |  | High mental stress content |  |
| Other main physical activities not listed above |  |

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| **12. Pre-employment/placement Medical** |
| A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.A safety critical post is one that is likely to be exposed to:- * Noise (e.g. gardeners using mowers and highways road workers)
* Vibration
	+ Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers
	+ Whole body vibration (e.g. tractor drivers)
* Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Mini Bus Drivers, Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives and employees working with asbestos require a pre-employment/placement medical. Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position.   |
| Having reviewed the criteria outlined in Section 11 does this post require a pre-employment / placement medical assessment with Occupational Health? |  |  |

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|  |  |  |
| --- | --- | --- |
| **13. Sickness Absence and Disability** | **Criteria** | **How Identified** |
| What does the job require in the way of a satisfactory sickness absence record?This criteria has been included on this specification for the candidate’s information only.  | Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. | This Information will be only obtained from the successful candidate after conditional offer of employment has been made.  |

***The Trust is committed to safeguarding and promoting the welfare of children.***

***This post is subject to satisfactory checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information will be required prior to commencing duties to establish the suitability of the candidate***

The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the Academy as may be directed by the Chief Executive/Head of School, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Chief Executive/Head of School in consultation with the post holder and if applicable the relevant trade union. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management, the employee and Trade Unions will continue to consult within an agreed time period to seek a reasonable solution to  amend and make changes to the job description which are agreeable by both parties.

Signed Employee: ……………………………………

Date: …………………………………

Signed Chief Executive/Head of School: ………………………………………………..

Date: …………………………………………………………………