

ATTLEBOROUGH ACADEMY JOB DESCRIPTION

TEACHER OF PERSONAL, SOCIAL AND HEALTH EDUCATION (PSHE) AND HUMANITIES

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| Line Managers job title: | Head of Faculty |
| Salary: | MPS to UPS |
| Tenure: | Permanent |
| Contract type: | 52 weeks |
| % of FTE | Full time |
| Allocated days per week if part time | Not applicable |

THE POST

Attleborough Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teacher of PSHE and Humanities.

This is an exciting opportunity for a dynamic practitioner who can deliver high quality learning and who has student progress at the forefront of their teaching. You will be able to communicate your passion for the subject through innovative, diverse and stimulating teaching methods.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of the Teacher of PSHE and Humanities are:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;

- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for students and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Teacher of PSHE and Humanities are:

- Have a qualified teacher status;
- First/Second class degree;
- Willingness to continue to develop own expertise (evidenced through Continuing Professional Development);
- Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare and safety of children and young people.

JOB SPECIFICATION

General Responsibilities

- The teacher is expected to deliver high quality teaching, learning and pastoral care in order to ensure excellent student outcomes.
- The teacher is expected to uphold the ethos (core values and vision) of the Academy and work within its established policies and guidelines (the onus on the teacher is for him/her to make sure he/she is conversant with the above).
- The teacher is expected to be conversant with the expectations as outlined in the 'Staff Conduct' section of the AA Staff Handbook.
- The teacher must endeavour to ensure the safety of students at all times in teaching areas and around the Academy by implementing the expectations in the AA 'Expectations, Systems and Procedures' protocol, the AA Staff Handbook and by careful reference to the Health and Safety protocols.
- To work in compliance with the National Teachers' Standards.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Planning

- Maintain high expectations of student behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.
- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of students.
- Identify clear teaching objectives, content, and lesson structures and plan sequences of lessons appropriate to the subject content and the students being taught.
- Set appropriate and demanding expectations for students' learning, setting clear targets for students' learning based on prior attainment.
- Identify students who have additional educational needs and adapt lesson planning to cater for these needs.
- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use and that resources are used effectively.

Teaching

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on students' prior knowledge.
- Deliver lessons appropriate to students' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Provide and contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- Mark and monitor students' class and homework regularly, providing constructive oral and written feedback.
- Use assessments of students' progress to inform future teaching.
- Prepare informative and constructive written reports for parents and carers which identify how each student is performing, and how they can improve within the classroom.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.

Managing students

- Adhere to the processes outlined in the school's Student Behaviour and Discipline Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
- Through effective teaching, ensure that students are challenged and that best use is made of teaching time to promote good levels of behaviour.
- Employ a range of teaching methods to keep students engaged, e.g. through effective questioning, clear presentation and use of resources.

Form Tutor Role (Support, Guidance, Monitoring & Reporting)

- To act as a Form Tutor to an assigned Tutor Group within the House pastoral system under the guidance of the Head of Year/House.

- To consider the students' welfare as paramount and take action in accordance with the responsibility 'in loco parentis'.
- To monitor the social and academic progress of students including the progress in form time.
- To fulfil the expectation of a Form Tutor as stated in the 'Expectations' and 'Daily Routines' sections of the AA Staff Handbook.
- To use a counselling approach to help students explore thoughts, feeling and solutions to problems.
- To support the students throughout the Assertive Mentoring process in form time in liaison with the Head of Year/House.
- To write the annual Form Tutor report as a summary comment on the overall progress of each member of the Tutor Group.
- To lead purposeful activities in form time and develop a sense of community within the form.
- To give impartial Information, Advice and Guidance (IAG).

Liaison

- To attend calendared meetings (after school events) as applicable.
- To liaise with the appropriate Subject Leader/Head of Department/Head of Faculty, Student Support Team, Form Tutor, Head of Year/House and parents and carers on academic and pastoral matters e.g. homework, discipline and praise.
- To be aware of opportunities for cross-curricular work and to pursue these where appropriate.

The post holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

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| Paid Weeks per year | 52 weeks |
| Hours per week | 32.5 |
| Normal working Pattern | Monday, Tuesday, Wednesday, Thursday and Friday |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |

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| CPD Days | Your working hours do not include the automatic requirement to work on published CPD days if this is not a contractual day, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract. |
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The post holder will be auto enrolled to join the Teachers' Pension scheme.

DRESS CODE

The post holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.