



Minsthorpe Community College Job & Person Specification

Post Title: Teacher
Reporting to: Curriculum Team Leader

All responsibilities below are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description is not necessarily a comprehensive definition of the post. It must be reviewed at least once a year and may be subject to modification or amendment at any time, after consultation with the holder of the post. The job description allocates duties and responsibilities but does not direct the particular amount of time required.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

Employment checks required of this post:

- Proof of eligibility to work in the UK
- Proof of relevant qualifications (original certificates)
- Two satisfactory references
- DBS Enhanced Disclosure check
- A Prohibition Order check
- A medical assessment prior to commencement of employment.

Key accountabilities, duties and responsibilities:

- To assist in the formulation of the aims and objectives of the curriculum area within the overall college aims and objectives.
- To contribute to the teaching of the subject throughout the college, providing a learning experience which provides students with the opportunity to achieve their potential.
- To contribute to and implement methods of student assessment, monitoring and reporting and contribute to raising standards of student attainment.
- To review your own professional development and maintain professional standards



- To contribute to the development of appropriate subject syllabuses, materials and schemes of work which fulfil the requirements of the national Curriculum and which match the college and area aims and objectives, taking into account students' aptitudes and abilities.
- To support other members of the curriculum area and students as appropriate.
- To contribute to an annual review of the subject and curriculum area and discuss with Team Leaders/Assistant Leaders future developments.
- Actively participate and contribute to the general management of the college by:-
 - a) maintaining good order and discipline among students;
 - b) safeguarding their health and safety on the premises and off the premises when engaged in authorised activities;
 - c) contributing to discussions on matters of college policy, curriculum and organisation.
- To play a part as appropriate in the development, consolidation and evaluation of cross-curricular developments by close liaison with other staff.
- To be involved in links as appropriate with outside groups including feeder schools, higher education and industry and commerce, in order to enhance curriculum continuity and enrich the learning experience.
- To assess and mark students work (classwork, homework etc), Key Stage tests and Examinations and keep a record of marks in line with subject and area policy and recording procedures.
- Complete the appropriate documentation in the Lesson Record Folders.
- To supervise the use and care of all teaching rooms used, and areas used by the subject and enhance them with appropriate display work.
- To supervise the work of any support staff and supply teachers as required.
- To help supervise the work of any technical staff supporting the area.
- To be a Group Tutor of an assigned Group and to carry out related duties in accordance with the job responsibilities of a Group Tutor.
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in appropriate meetings with colleagues, parents and other outside agencies/persons, relative to the above duties and responsibilities.

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.



Person Specification:

Criteria		Essential/Desirable
Education, Training and Qualifications	Qualified Teacher Status	E
	Recognised degree or equivalent in relevant subject	E
	Evidence of continuing professional development	E
Skills and Knowledge	An ability to lead and inspire students of all abilities.	E
	An ability to establish clear expectations and constructive working relationships amongst staff and students	E
	Differentiate teaching so that all students experience stretch and challenge in lessons	E
	Evidence of working through sequences of lessons and developing schemes of work	E
	Set challenging targets for students and analyse data to inform teaching	E
	Proven communication, organisational and interpersonal skills	E
	An ability to work effectively as part of a team but also to be able to work independently.	E
	An ability to use ICT in the classroom to create an inspirational and creative learning environment	E
Experience	Exemplary classroom practitioner	E
	An awareness of curriculum issues relating to relevant subject area	E
	Meeting the needs of students with SEND	E



	Pastoral work in a school setting	E
	Commitment to safeguarding and promoting the welfare of students	E
	Internal assessment of controlled assessment/coursework	D
Personal Attributes	Confidence, flexibility and adaptability	E
	Empathy for students, parents, staff and the community	E
	Good communication skills	E
	Energy and commitment	E
	High expectations of students and their behaviour	E
	Ability to share practice and contribute to subject decision making.	E
	A commitment to equal opportunities	E
	Maintains high professional standards	E
	Enjoy working alongside young people and adults.	E
	Be supportive of the aims and ethos of Minsthorpe Community College.	E