

Post Title:	Teacher
Salary:	MPS / UPS
Core Purpose:	<p>a) To support the work of the Subject Leaders to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students, supporting the curriculum area, in accordance with the aims and objectives of the College.</p> <p>b) To contribute to raising standards of attainment and achievement by monitoring and supporting student progress, and developing students as a teacher and tutor.</p> <p>c) To facilitate and encourage a learning experience which provides opportunities for students to achieve their potential.</p> <p>d) To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth and success.</p>
Reporting to	Subject Leaders
Liaising with	Subject Leaders, teaching and non-teaching colleagues, Heads of Year, support staff and other relevant staff, partner schools, other College partners and parents.
Learning and Teaching	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area • To contribute to the curriculum area's improvement plan and its implementation • To undertake a designated programme of teaching and to plan and prepare courses and lessons • To contribute to the whole College's planning activities • To participate in 'learning walks' and other learning evaluation strategies in accordance with College policy • Implementing academy policies relevant to teaching and learning, including behaviour, homework and assessment.
Teaching	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the 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 students and groups of students

	<ul style="list-style-type: none"> • To ensure that ICT, Literacy, Numeracy and cross-curricular themes are reflected in the teaching/learning experience of students • 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 syllabus. • 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.
Curriculum	<ul style="list-style-type: none"> • To assist in the process of curriculum development and improvement planning • To support, change and develop the curriculum to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's aims and objectives • To assist the Subject Leader to ensure that the curriculum area provides a range of teaching that complements the College's strategic objectives • To support the College's extra-curricular offer.
Quality Assurance	<ul style="list-style-type: none"> • To help to implement College quality assurance procedures and to adhere to those • To contribute to the process of monitoring and evaluation of the curriculum area, 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.
Assessment	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for the College's MIS • To complete the relevant documentation to assist in the tracking of students • To track student progress and use information to inform learning and teaching • To mark, grade and give written/verbal and diagnostic feedback as required • To undertake assessment of students as requested by external examination bodies, departmental and academy procedures • To support the establishment of a robust target-setting process within the curriculum area • Where appropriate, provide all relevant bodies with robust information relating to student performance and assessment.
Personal Development	<ul style="list-style-type: none"> • To engage actively in performance management review(s) • To participate in the College's ITT programme where appropriate

	<ul style="list-style-type: none"> To take part in the College's staff development programme by participating in arrangements for further training and professional development
	<ul style="list-style-type: none"> To continue personal development in the relevant areas including subject knowledge and teaching methods To work as a member of the curriculum team and contribute positively to effective working relations within the College To participate in the interview process for teaching posts when required and to support the induction processes for new staff within the team.
Communication	<ul style="list-style-type: none"> To communicate effectively with the parents of students, as appropriate Where appropriate, to communicate, and represent the views, of the College, in a professional manner To follow agreed policies for communications in the College To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner institutions To contribute to the development of effective subject links with external agencies.
Management of Resources	<ul style="list-style-type: none"> To assist the Subject Leaders 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, curriculum area and the students To look after College equipment and resources allocated to the teacher and the teacher's teaching area (classroom/workshop/lab etc).
Pastoral System and Safeguarding	<ul style="list-style-type: none"> To evaluate and monitor the progress of students and keep up-to-date student records as may be required To contribute to the preparation of education plans, progress files and other reports 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 of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff To contribute to PSHE/Citizenship and enterprise activities according to College policy 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 To liaise with Heads of Year and Subject Leaders to ensure the implementation of the College's Pastoral System To register students accurately, accompany them to assemblies and supervise them in assembly, encourage their full attendance at all lessons and their participation in other aspects of College life.

Operational	<ul style="list-style-type: none"> To promote teamwork and to motivate staff to ensure effective working relations.
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Other Specific Duties

All teachers are expected to meet the Teachers Standards and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

_____ Print Name

_____ Signature

_____ Date

PERSON SPECIFICATION

Job Title: Teacher	<table border="1"> <tr> <td data-bbox="400 1664 879 1702">ESSENTIAL</td> <td data-bbox="879 1664 1489 1702">DESIRABLE</td> </tr> </table>	ESSENTIAL	DESIRABLE
ESSENTIAL		DESIRABLE	

Qualifications & Experience	<ul style="list-style-type: none"> • Education to degree level or equivalent • QTS/QTLS and GTC registered • Ability to teach students in Key Stages 3 and 4 	<ul style="list-style-type: none"> • Ability to teach in Key Stage 5 • Innovative use of resources • Taking accountability for the success of an initiative • An excellent track record of recent, relevant professional development • Accountability for the performance of a cohort of young people • Experience of effective teaching and performance within the curriculum area
Knowledge & Understanding	<ul style="list-style-type: none"> • The principles behind quality teaching and learning their potential for raising standards • The principles and characteristics of effective academies • The principles and practices of planning and delivery • Effective review and evaluation procedures • The application of ICT, Literacy and Numeracy to effective teaching 	<ul style="list-style-type: none"> • Community/voluntary/parent/partner agency links • Strategies for ensuring equal opportunities for staff, students and other stakeholders • Innovative approaches to working with students, parents, staff and the local community
Personal Qualities	<ul style="list-style-type: none"> • A commitment to inclusive education • Evident enjoyment in working with young people and their families • Empathy in relation to the needs of the College and the local community • Ability to inspire confidence in staff, students and parents • Set high standards and provide a role model for students and staff • Adaptability to changing circumstances/new ideas 	<ul style="list-style-type: none"> • Personal ambition and potential for further promotion • Intellectual ability and curiosity • Determination to succeed and the highest possible expectations of self and others • Vision, imagination and creativity • Personal impact and presence • An excellent record of attendance and punctuality
Communication Skills	<ul style="list-style-type: none"> • Communicate the vision of the College in relation improvement plans • Communicate effectively orally and in writing to a range of audiences 	<ul style="list-style-type: none"> • Develop, maintain and use an effective network of contacts
Decision Making Skills	<ul style="list-style-type: none"> • Make decisions based on analysis, interpretation and understanding of relevant data and information • Demonstrate good judgement 	<ul style="list-style-type: none"> • Think creatively and imaginatively to anticipate, identify and solve problems
Self-Management Skills	<ul style="list-style-type: none"> • Prioritise and manage own time effectively • Work under pressure and to deadlines • Reliability, integrity and stamina • Resilience and perspective 	<ul style="list-style-type: none"> • Achieve challenging professional goals • Take responsibility for own professional development
Team Working skills	<ul style="list-style-type: none"> • Work effectively as a member of a team • Deal sensitively with people and resolve conflicts • Seek advice and support when necessary 	<ul style="list-style-type: none"> • Motivate all those involved in the delivery team • Liaise effectively with other organisations and agencies