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| **Job Title:** |  |
| **Location:** | Bedford Academy |
| **Reports to:** |  |
| **Direct reports:** |  |
| **Full/part time:** |  |

HEART Academies Trust is a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. HEART Academies Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community.

Bedford Academy is part of HEART Academies Trust. The role of Teacher will be based at Bedford Academy.

**Responsibilities**

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

**Specific Responsibilities:**

Planning:

1. Plan teaching to achieve progression in students’ learning through:
* identifying clear teaching objectives and content, appropriate to subject matter and the students being taught, and specifying how these will be taught and assessed
* setting tasks for the whole class, individual and group, including homework, which challenges and motivates
* setting appropriate and demanding expectations for students’ learning, motivation and presentation of work
* setting clear targets for students’ learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do.

2) Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students.

3) Make effective use of assessment information on students’ attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEND and EAL needs.

4) Ensure coverage of the relevant examination syllabus and Bedford Academy programmes of study.

Teaching and Class Management

1) Ensure the effective teaching of classes and individuals, so that learning objectives are met and best use is made of available teaching time.

2) Establish and maintain a purposeful working atmosphere.

3) Set high expectations of students’ behaviour through well-focused teaching and consistent application of the Behaviour For Learning Policy and other school systems.

4) Establish a safe environment, which supports learning and in which students feel secure and confident.

5) Use teaching methods which sustain the momentum of students’ work and keep all students engaged through:

* matching the approaches used to the subject matter and students
* clear structure and presentation of content
* effective use of resources and time
* providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework.

6) Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required.

7) Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress.

Assessment, Recording and Reporting:

1) Mark and monitor students’ class work and homework as required by subject and Bedford Academy’s policies.

2) Assess and record student progress as required by subject and Bedford Academy’s policies, including standardised tests, and baseline assessment where relevant.

3) Write reports and profiles as required.

4) Participate in appropriate meetings with colleagues and parents/guardians.

Other

1) Provide a nurturing classroom and school environment that helps students develop as learners.

2) Ensure parents and families are well informed about their child’s progress and targets.

3) Play a full role in the delivery of the Academy’s enrichment programme and support the extended schools programme including visits.

4) Ensure a safe and stimulating working and learning environment within your classroom, adhering to current Health and Safety regulations and providing appropriate risk assessments.

5) To carry out the role of the form tutor.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

**Leading and Managing Others and Self**

* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Actively engage in the performance review process.
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
* Adhere to Trust policies and procedures.

**PERSON SPECIFICATION**

Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. Our JOB TITLE will be a person/people with high expectations, enthusiasm and the ability to positively impact on the learning, skills and experiences of our students. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Relevant Degree, Teacher Training and QTS.
* Secondary based teaching experience in a UK school.
* Knowledge and understanding of the subject area(s).
* Familiar with successful management of student progress through the use of tracking and monitoring of student data.
* Familiar with intervention planning with successful outcomes for students.
* Successful experience of teaching the full range of ability students, including students with additional needs such as SEN, EAL and gifted and talented.
* Experienced a range of teaching and learning styles.
* Familiar with recent developments in the teaching and learning of the subject(s) including strategies for raising achievement.
* Knowledge and understanding of the role of a form tutor.
* Able to use ICT across the curriculum and for administration purposes.
 | * Experience of working with all years at KS3.
* Experience of KS3, 4 and 5.
* Successful experience of community or enrichment initiatives.
* Experience of working in a school with a culturally and socially diverse student population.
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| **Skills and Attributes** | * Ability to be an outstanding teacher.
* Willingness to learn.
* Ability to motivate students.
* Ability to understand, analyse and make effective use of a range of data.
* Ability to lead and manage own work effectively and take responsibility for own professional development.
* Developed interpersonal and communication skills (including written, oral and presentation skills).
* Be able to cope with change and meet challenges successfully.
* Team working skills.
* Energy, resilience and determination.
* Diplomacy.
* Fundamental belief that every child matters and that aspirations/achievements can be significantly altered.
* A liking, sympathy and respect for children and sensitivity to their needs.
* Ability to relate well to parents and the wider community.
* Personal presence to develop and promote high standards in all aspects of school life.
* Must hold a current and up to date Enhanced DBS
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