RECRUITMENT PACK

TECHNOLOGY TEACHER

(PREDOMINANTLY FOOD)

Resilience, Excellence, Respect



Colchester Academy

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Colchester
Academy

Dear Applicant

Thank you for your interest in working at Colchester Academy. I hope you will be encouraged to apply for what we consider to be a challenging and rewarding position.

Here at Colchester Academy, we strive to ensure that our young people receive the very best education, realise their full potential and are prepared to become responsible and successful citizens. Together we have an unrelenting focus on the individual and create a culture where we develop students' character, with absolute commitment, giving our young people the currency they need for their future.

Colchester Academy is a secondary school located in the heart of Colchester, Essex, and is graded 'GOOD' by OFSTED (2018). Part of a local Academy Chain, South Suffolk Learning Trust (SSLT), this is an incredibly exciting time for us to appoint someone who is hard working, has high levels of integrity, can lead a team to greatness and passionately believes in the power of education to change lives.

We offer a positive and supportive workplace where staff go the extra mile, for students and for each other. A place where we provide excellent opportunities for career progression and advancement, and where the culture is one of equity and fairness built on relationships developed out of mutual trust and respect.

Colchester Academy is an outward facing research based school, with pedagogy firmly rooted in the Principles of Instruction and a knowledge rich curriculum. We are looking to appoint someone intent upon driving up standards, delivering excellent teaching and inspiring the same in others, and helping lead the school towards excellence.

We can promise you unswerving dedication from a talented group of staff who believe passionately in giving the very best opportunities to all of the young people within our community, both inside the classroom and beyond, to enrich their education with many and varied opportunities.

Please look through the application pack, our website or even come and visit us, to see for yourself what Colchester Academy can offer you.

If you have any questions or would like to visit the Academy, please contact Michelle Robinson, HR Officer on 01206 878878 or email mrobinson@colchesteracademy.org.uk

Yours faithfully,

J Betts

Mrs J Betts
Principal

Job Description

SOUTH SUFFOLK LEARNING TRUST

Colchester Academy

TEACHER

School: **CHS/COA/CPS/EBHS/HHS/SSLT CENTRAL TEAM**	Colchester Academy
Reports to:	Team Leader
Salary/Grade:	Main Scale
Hours/Weeks	Full Time
Job Purpose:	The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the requirements of the post of Subject Teacher at Colchester Academy along with the particular duties expected of the post holder have been set out below.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Teaching

- To be accountable for the highest standard of student attainment within all groups taught.
- Planning and preparing schemes of work and lessons
- Appropriate marking of work, giving students clear guidance on how to improve
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with Academy Policy.

Professional Development

- Participating in the Academy's Performance Management programme.
- Reviewing and evaluating methods of teaching and programme of work.
- Participating in arrangements for further professional development as a teacher including undertaking professional development which aims to meet needs identified in performance management.

Student Support

- Maintaining good order and discipline among students and safeguarding their health and safety.
- Promoting the general progress and wellbeing of individual students and assigned classes or groups.
- Providing guidance and advice to students on educational and social matters.

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SOUTH SUFFOLK LEARNING TRUST

- Making records and reports on the personal and social needs of students.
- Communicating and consulting with the parents of students.
- Attending and supporting in assemblies, registering the attendance of students and delivering appropriate activities in Student Support time.

Staff Meetings

- Participating in meetings and Professional Development activities at the Academy which relate to the Curriculum, administration or organisation of the Academy, including student support arrangements.

Cover

- Subject to paragraph 73.9.2 of the STPCD, supervising and so far as practicable teaching any students whose teacher is not available to teach them.

Health and Safety

- To be responsible for the health and safety of students during lessons and tutor time.

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.

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- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

South Suffolk Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

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 line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Person Specification

SOUTH SUFFOLK LEARNING TRUST

Colchester Academy

TEACHER

Criteria	Essential to basic performance of job	Desirable for fully competent performance of job
QUALIFICATIONS		
	• A good degree • QTS	
PROFESSIONAL DEVELOPMENT AND TEACHING		
	• Evidence of further personal and professional development	• Potential and ambition for further career development • A commitment to extra curricular activity
EXPERIENCE		
	• Successful teaching across the 11-16 age range	
SKILLS		
	• A commitment and ability to fulfil the role of a tutor • A commitment to raising achievement	•