



## **SOUTHFIELDS ACADEMY**

**Job Title:** Teacher and Tutor

**Reporting to:** Head of Department

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### **Main Purpose of the Post:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.
- The provision of a full learning experience and support for students.

The duties and responsibilities of the post are to be carried out within the provisions of the School Teachers' Pay and Conditions document.

### **Specific Duties:**

#### **Curriculum, Teaching & Learning**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's Development Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole Academy planning activities.
- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the Academy's Strategic Objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Aim and Strategic Objectives.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Academy 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.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- 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 Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To help to implement the Academy's quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy 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 Academy.

### **Students – Progress & Academic Support**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

## **Student Support**

- 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 the Head of Year to ensure the implementation of the Academy's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- 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 Action Plans and progress files and other reports
- To alert the Designated Member of Staff for Safeguarding and Child Protection and other 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 Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and enterprise according to Academy policy
- To apply the Behaviour Management systems so that effective learning can take place.

## **Other Specific Duties:**

- To continue professional development as agreed at performance management.
- To engage actively in the performance review process.
- To undertake any other duty as specified by Academy Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

## **GENERAL DUTIES:**

All staff are expected to:

1. Work towards and support the Academy vision and the current Academy objectives.
2. Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
3. Work within the Academy's Equality policy to promote equality of opportunity for all students and staff, both current and prospective.

4. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
5. Engage actively in the performance review process.
6. Undertake other reasonable duties related to the job and Academy purpose commensurate with the post.

**Additional Duties:**

1. To be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Line Manager commensurate with the grade of the post.

**Review and Amendments:**

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed:

Postholder ..... Name .....

HT/Senior Line Manager ..... Name .....

Date .....

## **SOUTHFIELDS ACADEMY**

### **PERSON SPECIFICATION**

#### **Teacher and Tutor**

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#### **1. QUALIFICATIONS**

- Educated to degree level or equivalent including a secondary PGCE or QTS qualification for the secondary phase
- Qualified Teacher Status

#### **2. KNOWLEDGE AND SKILLS**

- A clear and good understanding of current educational issues, theory and practice, with particular regard to:
  - The National Curriculum and strategies to raise achievement
  - Equality and issues relating to pupils' access to learning
  - Classroom management
- To know the assessment requirements for the areas they teach including the importance of formative and summative assessment.
- To know how to use data to evaluate the effectiveness of their teaching to monitor the progress of those they teach and raise levels of attainment.
- The ability to create a safe and rich learning environment involving:
  1. A good understanding of planning and assessment techniques
  2. A developing range of successful teaching strategies
  3. The ability to create a stimulating visual environment for the classroom
  4. The ability to create a learning environment which values and enables everyone equally
  5. The ability to work closely with all staff both in the classroom and in whole school issues
  6. The ability to contribute to the whole school ethos
  7. The ability to work actively with parents

#### **3. EXPERIENCE**

- Successful teaching practice across two Key Stages in the secondary phase
- Experience of planning, teaching, assessing and marking across the secondary curriculum
- Experience of pastoral duties and support for students

#### **4. PERSONAL ATTRIBUTES**

- Good oral and written communication skills
- Ability to show commitment to continuing professional development