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| **Job Description and Person Specification** |

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| **Job Title: Teacher** |
| **Salary/Grade: Main Scale/UPS** |
| **Hours of Work: Monday and Wednesday 8.15am – 4.15pm, Tuesday and Thursday 8.15am – 5.15pm, Friday 8.15am – 4.00pm** |
| **Location/Address:** Derby Manufacturing UTC, Locomotive Way, Derby, DE24 8PU |

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| **Purpose of the post:** To ensure high quality teaching and learning, and high achievement and progress of students in relation to own classes  **There is an expectation that all adults who work at Derby Manufacturing UTC will:**   * Create opportunities to support the College vision. * Have respect and care for students and all other adults. * Set the highest possible standards through the ways in which we behave,   talk to each other and strive for excellence in all that we do.   * Support the College uniform policy for students and echo this through   professional and business-like mode of dress as stipulated in the college dress code.  **DMUTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff; Newly Qualified Teacher’s and volunteers to share this commitment.** |
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| **Relationships:**  **Responsibilities in conjunction with the Curriculum Team Leader**   * To contribute to the effectiveness and impact of Appraisal arrangements within the curriculum area. * To contribute to joint practice development within the Learning Cluster. * To contribute to your curriculum area’s input into school improvement. * To ensure effective contribution to students’ learning and progress. |
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| **Accountability within a subject or curriculum area for student development in conjunction with the CTL.**   * To define and agree appropriate improvement targets for own learners. * To contribute to self-evaluation, using the SEF format, and quality assurance, as a central tool for department improvement and raising student achievement. * To contribute to action plans to respond to findings from observations, sampling, checking and interviews. * To contribute to joint development practice, identifying best and next practice and sharing it with others within the subject and Learning Cluster * To contribute to evaluating the impact of improvement activities on the quality of teaching and learning. * To contribute to meetings so that they are productive and focussed on teaching, learning, inclusion and progress.   **Impact on the educational progress of assigned students:**  In conjunction with the CTL:   * To monitor and evaluate assessment data to identify trends in student performance and progress, and   issues for development.   * To promote high expectations of students, identify appropriate attainment and progress targets and   ensure that minimum targets are met.   * To contribute to the monitoring of student standards and achievement against annual targets with a   focus on inclusion, particularly for vulnerable groups – EAL, G&T, SEN, LAC and gender.   * To use datato identify exceptional performance and underachievement. * To identify groups requiring strategies for intervention and maintain effective arrangements for managing   student behaviour.   * To monitor planning, curriculum coverage and learning outcomes. * To review impact of strategies and contribute to reports on the effectiveness of intervention strategies.   **Developing and enhancing own teaching practice:**   * To aspire to be a role model of good classroom practice for other staff. * To participate in evaluating the quality of planning and engage in constructive feedback. * To participate in evaluating standards of teaching and learning, identifying areas of strength and areas   for improvement.   * To ensure awareness of the needs of inclusion of all students and groups and make provision for this in   planning.   * To plan and implement strategies to improve own teaching where needed. * To support new staff (as appropriate).   **Subject Teachers should demonstrate / knowledge and understanding of:**   * school improvement and effectiveness strategies including the process of school self-evaluation processes and systems for quality assurance within subject area(s); * principles and practices in relation to effective learning and teaching, * the application of information and communications technology (ICT) to learning and teaching;   **Generic Role:**   * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To follow school procedures with regard to Child Protection issues. * To play a positive part in the life of the school community, to support its distinctive purpose and ethos and to encourage other staff and students to follow this example. * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support curriculum area(s) as appropriate. * To monitor and support the overall progress and development of students as a 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 school’s responsibility to provide and monitor opportunities for personal and academic growth. * To work as a member of a designated team(s) and to contribute positively to effective working relations within the school. * To provide information for student references. * Be responsible for promoting and safeguarding the welfare of children and young people (responsible for or who in contact with). * To communicate effectively with the parents/carers of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * To take part in liaison activities such as Open Evenings, Parents’ Evenings and Intake Days liaison events with partner schools. * To undertake regular liaison with Teaching Assistants and other classroom support staff to share plans, resources and identify student needs. * To contribute to the preparation of Progress Files and other reports. * To undertake any other duty as specified by School Teachers’ Pay and Conditions Document [STPCD] not mentioned in the above. |

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| * **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with DMUTC’s ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. * **Freedom of Information Act and Data Protection Act -** The post holder is required to comply with the above legislation and maintain awareness of the college’s policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure. * **Equality and Diversity -** The post holder will be required to comply with and maintain awareness of DMUTC’s policies relating to Equality and Diversity. * **Health and Safety -** The post holder must at all times carry out his/her responsibilities with due regard to DMUTC’s policy, organisation and arrangements for Health and Safety at Work. * **Flexibility -** All staff within the college will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions. * **Probationary Period –** The post holder should be able to do the job competently after 6 months. * **Performance Appraisal –** To participate in the UTC Performance Management Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the UTC and Departmental Strategic Plans * **Training & Professional Development -** To take full responsibility for personal professional development and training   *These duties are not exhaustive and may be varied from time to time.* |
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| This is a description of the job as it is at present constituted.  **It is the practice of the UTC to periodically examine employees’ job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the UTC’s aim to reach agreement on reasonable changes, but if agreement is not possible the UTC reserves the right to insist on changes to your job description after consultation with you.** |

**Developed by: School Business Manager**

**Date of Issue: May 2016**