

**NORTH**

**BIRMINGHAM**

**ACADEMY**

Headteacher:

Mr Phil Lloyd

**North Birmingham academy**

395 College Road, Erdington, Birmingham, B44 0hf

**job description - TEACHING Staff**

**Name:**

**Job title:** Teacher/Form Tutor – Art & Design P/T 0.6

**Salary:** NQT/MPS - as applicable

**DEpartment:** Design & technology

**Reporting to:**

Head of Zone or Line Management route as stated in the Staffing Structure

**Responsible for:**

The provision of a full learning experience and support for students

**Liaising with:**

HoZ/PAL

**Working Time:**

195 days per year. Full-time

**Job Purpose**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To be accountable for monitoring and supporting the overall progress and development of students as a Teacher/Group Tutor
* To facilitate and encourage a learning experience which provides students with the opportunity to fulfil their individual potential.
* To be responsible for raising standards of student attainment.
* To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth.

**1 Main (Core) Duties**

**1.1 Operational/Strategic Planning**

1. To be qualified to work with children and to have undertaken relevant DBS checks.
2. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Zone.
3. To contribute to the Zone’s Development Plan and its implementation.
4. To plan and prepare lessons.
5. To contribute to the whole Academy’s planning activities and self-evaluation activities.
6. To contribute to the Zone’s extra-curricular programme.
   1. **Curriculum Provision**
7. To assist the HoZ and the Leadership Group Line Manager, to ensure that the curriculum area provides a range of teaching which complement the Academy’s Strategic Objectives

**1.3 Curriculum Development**

1. To assist in the process of curriculum development and change so as to ensure its continued relevance to the needs of students, examining and awarding bodies and the Academy’s Strategic Objectives outlined in the Academy Development Plan.

**2 Staffing**

**2.1 Teaching:**

1. To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
2. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
3. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
4. To ensure that ICT, Literacy, Numeracy, More Able and academy subject specialism(s) are reflected in the teaching/learning experience of students.
5. To undertake a designated programme of teaching.
6. To ensure a high quality learning experience for students that meets internal and external quality standards.
7. To prepare and update subject materials.
8. To use a variety of delivery methods, that will stimulate learning appropriate to student needs and the demands of the syllabus.
9. 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.
10. To undertake assessment of students as requested by external examination bodies, Zone and Academy procedures.
11. To mark, grade and give written/verbal and diagnostic feedback as required.
12. To set and assess homework in accordance with the Academy and Zone timetables.
13. To ensure all students are challenged to meet and exceed their targets.
14. To undertake an appropriate programme of teaching in accordance with the skills of a standard teacher: <https://www.education.gov.uk/publications/eOrderingDownload/teachers%20standards.pdf>s

**2.2 Pastoral System:**

1. To be a Form Tutor to an assigned group of students.
2. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
3. To liaise with a HoZ/AHoZ and other pastoral staff to ensure the implementation of the Academy’s Behaviour Policy.
4. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
5. To have a clear understanding of the Academy’s Behavioural/Rewards System.
6. To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
7. To contribute to the preparation of Action Plans, PSPs, Record of Achievement and other reports as required.
8. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
9. 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.
10. To contribute to SMSC according to Academy policy and practice.
11. To apply the Behaviour Management systems in your lessons and outside so that effective learning can take place.
12. To take part in all duties to ensure that the Pastoral System is supported, including assigned duties, corridor duty at lesson changeover and general pastoral practice.

**2.3 Quality Assurance:**

1. To help to implement academy quality procedures and to adhere to those.
2. To contribute to the process of monitoring and evaluation of the curriculum area/zone in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
3. To seek/implement modification and improvement where required.
4. To review from time to time, methods of teaching and programmes of study.
5. 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.

**2.4 Management Information:**

1. To maintain appropriate records and to provide relevant accurate and up-to-date information for Progresso, registers, etc.
2. To complete the relevant documentation to assist in the tracking of students.
3. To track student progress and use information to inform learning and teaching including HoY data.

**2.5 Communications:**

1. To communicate effectively with the parents of students as appropriate.
2. Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
3. To follow agreed policies for communications in the Academy.

**2.6 Marketing and Liaison:**

1. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review and Guidance days, academy events and liaison events with partner schools and academies.
2. To contribute to the development of effective subject links with external agencies.

**2.7 Recruitment/ Deployment of Staff:**

1. To take part in the Academy’s Staff Development Programme by participating in arrangements for further training and professional development. (Contributing to Investors in People arrangements as appropriate.)
2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
3. To engage actively in the Performance Management Review process.
4. To ensure the effective/efficient deployment of classroom support.
5. To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

**2.8 Management of Resources:**

1. To contribute to the process of the ordering and allocation of equipment and materials as appropriate.
2. To assist the HoZ to identify resource needs and to contribute to the efficient/effective use of physical resources.
3. To cooperate with other staff to ensure sharing and effective usage of resources to the benefit of the Academy, Zone and the students.

**2.9** **Other Specific Duties**:

1. To play a full part in the life of the Academy Community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To support the Academy in meeting its legal requirements for worship.
3. Employees will be expected to be courteous to colleagues and provide a welcoming environment to visitors.
4. To promote actively the Academy’s corporate policies and show loyalty to its ethos.
5. To continue personal development as agreed.
6. To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
7. To undertake any other reasonable duties as specified by the Principal, or his/her delegate, not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**3 Review**

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of the Principal, Line Manager or Postholder

**North Birmingham Academy and E-ACT are committed to safeguarding and promoting the welfare of its Children and young people and expects all employees and volunteers to share this commitment. E-ACT is committed to promoting equality of opportunity and diversity. All staff and volunteers are expected to be committed to the Academy Equal Opportunities Policy.**

**Please note: *At interview, issues relating to safeguarding and promoting the welfare of children will be explored. An enhanced DBS clearance, satisfactory employment references and verification of your right to work in the UK, along with the completion of other pre-employment checks will be required prior to an appointment being made.***

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| **Post holder Signature: ................................................................................................** |
| **Date of Signing: ...........................................................................................................** |
| **Principal Signature: .....................................................................................................**  **Date of Signing: ...........................................................................................................** |







