**Reports To: Subject Director/Assistant Director/Subject Leader**

**Salary: MPS/UPS as appropriate**

**Job Purpose**:

The Key Stage 2-3 Transition Teacher will oversee the smooth transition from Year 6 to Year 8 for students whose

prior learning and attainment are not initially suited to secondary education. This will be achieved through taking responsibility for teaching the Year 7 and 8 curriculum, focussing on Maths, English and Humanities with an identified group of students together as one class.

**Key Duties and Responsibilities (Teacher)**

**Responsibility for the development of the education process in the department**

* To sustain appropriate working relationships that engage students in lessons and promote effective learning
* To devise learning programmes that maximise the potential of all students in their allocated teaching groups
* To ensure that each student is offered a full range of subject related learning experiences in accordance with individual need, the academy’s teaching and learning policies and statutory curriculum entitlements.
* To monitor, support and evaluate the progress and performance of students in their teaching groups in terms of formative and summative assessments to facilitate learning and raise standards of achievement.
* To provide curriculum leadership and innovation within the curriculum areas following negotiation and agreement with the department team.
* To liaise with the HoD and other teaching staff to ensure that all learning experiences offered to each student are of the highest quality.
* To seek every opportunity to improve the education processes offered by the department including involving parents in supporting their children’s progress at academy.
* To prepare thoroughly and teach each timetabled lesson, following schemes of work, providing material which is appropriately differentiated and challenging and that has as its focus clear learning objectives
* To mark work regularly and thoroughly, providing feedback for pupils based on clear annotation and correction
* To set appropriate homework, related to the lesson content, that is clearly worthwhile and subsequently marked appropriately.
* To monitor and record pupil progress in accordance with the Academy’s policies on marking and assessment
* To work with learning support staff to ensure that pupils with special needs are appropriately identified and taught
* To work co-operatively with other members of staff both departmentally and in the context of the whole Academy
* To attend appropriate meetings of consultation, concern or celebration for individual students within their subject teaching groups.

**Responsibility for the welfare of students and the application of the academy’s behaviour management systems**

* To encourage all students to extend their aspirations and develop the highest expectations about their achievements
* To foster a positive approach to learning and commitment to the academy’s ethos among students and encourage a positive ethos and orderly learning environment within the classroom by:
* Treating the children with respect
* Developing positive relationships with the children
* Being accessible
* Recognising effort and rewarding achievement
* Emphasising the value of good behaviour in the classroom
* To implement consistently the academy’s behaviour management systems and support other staff in maintaining good discipline and the highest standards of student behaviour.
* To ensure that all equipment used by students and/or activities they are involved in fully meet the provisions of statutory health and safety requirements.
* To encourage students to take responsibility for the academy buildings and site and that a stimulating and exciting learning environment is established in the classroom.
* To communicate information about each student’s progress in line with whole academy and department policies.

**Responsibility for the effective management of resources**

* To utilise the allocated resources to create and sustain a successful learning environment
* To ensure that the learning and other resources allocated to teaching groups are deployed in a fair, equitable and appropriate way that supports student learning and achievement
* To advise the HoD about the resource needs of their teaching groups to deliver the agreed schemes of work.
* To participate in department decision making about the uses of the capitation allowances
* To be responsible for all resources allocated to their teaching groups/classroom base.

**Duties and Responsibilities – General**

Subject teachers will take an active part in the development of curricular provision in their designated subject area. In line with whole-academy and department policies, they will be responsible for delivering the agreed Schemes of Work through effective and successful teaching. They will develop best practice in term of models of teaching and learning to raise all students’ levels of attainment.

Subject teachers will also be expected to contribute to the development of teaching and learning through the whole academy and to utilise their training, expertise and experience in improving performance.

Subject teachers will take a key role in their own continued professional development and seize every opportunity to extend their repertoire of teaching skills and understanding of the learning process.

Subject teachers will also participate in developing a strategic vision for the academy and holding themselves accountable for the consistent application of the academy’s values and principles.

* To adhere to existing practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
* To attend appropriate INSET to enhance subject knowledge, awareness of curriculum developments, classroom management skills etc, and whenever appropriate, share new knowledge and experiences with colleagues
* To participate in annual staff review (performance management) and other academy improvement and self-review processes
* To co-operate with the academy in complying with relevant health and safety legislation, policies and procedures in performance of the duties of the post.
* To carry out the duties and responsibilities of the post in compliance with the academy’s Equal Opportunities policies.
* To maintain confidentiality and observe Data Protection and associated guidelines where appropriate.
* To understand and comply with the academy’s site policies.
* To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Notes**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Condition of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school’s published Time Budget Policy and have regard to the Teachers’ Pay and Conditions.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Name: Signature...........................................

Date.............................................................

Signature of Line Manager....................................................................................................

Date..............................................................

**Person Specification – Teacher**

**Qualifications:**

* QTS – Qualified Teacher Status (E)
* Degree in relevant subject area being taught (E)
* An accredited qualification of the assessment of and support for students with Dyslexia (D)
* Evidence of continuous INSET and further professional development (D)

**Knowledge, Skills and Experience:**

* A clear philosophy on how and why the subject should be taught (E)
* Teaching Maths, English and Humanities at Primary level; KS2 experience (E), KS1 experience (D)
* Experience of working with students with special educational needs (E)
* Experience of using Ruth Miskin Literacy and Fresh Start (D)
* A good understanding of curriculum developments in the specific subject area (E)
* Familiarity with national initiatives (E)
* Able to use a range of teaching and learning strategies (E)
* An understanding of how assessment for learning can improve student performance (E)
* A confident and competent user of ICT (E)
* Knowledge and understanding of how ICT can be used in the teaching of the subject to enhance student learning (E)
* Able to use student level data to raise standards (E)
* Able to communicate both orally and in writing to students and their parents (E)
* Promote the academy’s ethos, aims and values positively (E)
* Create a happy, challenging and effective learning environment (E)

**Personal Attributes:**

* Commitment, enthusiasm and a positive outlook
* The ability to work independently and collaboratively as a member of a team
* Creative in problem solving together with a willingness to take on or try new approaches and ideas
* A positive attitude towards professional development and their own learning
* Reliability and integrity
* Good personal organisation and management skills
* Develop good personal relationships within a team
* Communicate effectively (both orally and in writing) to a variety of audiences
* Ability to work under pressure and meet deadlines