

Job Description

Job Title: Teacher

Location: Broadlands Academy

Reports to: Principal / Curriculum Leader

Overall Responsibilities:

Teacher of English

General Duties:

Carrying out 'the duties of a school teacher' as set out in the Schoolteachers Pay and Conditions document.

Specific Duties: Undertaking the following responsibilities:

1 Teaching

- [a] To teach a number of classes of varying ages and abilities
- [b] To plan and prepare lessons appropriate to the different abilities of students, including students with special educational needs
- [c] To teach within the Department/Faculty as required and, where appropriate, to the whole 11-16 range.
- [d] To assess and mark students' work in accordance with the school and faculty policies and National Curriculum requirements
- [e] To create an orderly atmosphere for learning within the classroom
- [f] To maintain a pleasant learning environment for students

2 The Curriculum

- [a] To follow the department/Faculty scheme of work
- [b] To assist the Faculty in preparation of resources and the scheme of work
- [c] To prepare coursework for moderation purposes, where appropriate
- [d] To use relevant technology where appropriate
- [e] To attend Department/Faculty meetings as published
- [f] To attend subject evenings for Parents as appropriate
- [g] To take part in the reporting arrangements to parents
- [h] To contribute to the development and production of teaching materials/resources within the Department/Faculty as appropriate
- [i] To be responsible for registration procedures including information on attendance returns

3. Pastoral Responsibilities

- [a] To be a tutor or attached tutor to a particular year group
- [b] To attend Year team meetings as published in the school calendar
- [c] To attend parents' evenings as published in the school calendar
- [d] To be involved in the planning and delivery of the Tutorial Programme
- [e] To be responsible for registration procedures including information on attendance returns

4. General Responsibilities

- [a] To participate in the professional development arrangements within the school
- [b] To be aware of all policies and procedures relating to the school specifically in the school handbook and weekly bulletin
- [c] To attend briefings and staff meetings as published in the school calendar
- [d] To be aware of and observe relevant Health and Safety practices
- [e] To assist with school detentions as appropriate
- [f] To undertake weekly duties as arranged
- [g] To attend the 5 Whole School training days throughout the year [part-time staff on a pro rata basis]
- [h] To cover for absent colleagues according to agreed procedures
- [i] To undertake such other duties as may from time to time be reasonably assigned by the Principal

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

| Criteria | Essential | Desirable |
|--------------------------|---|--|
| 1. Qualifications | <ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of balanced programme of training relating to the specialist subject • Evidence of a good understanding of the National Curriculum in the subject specialism in Key Stages 3 and 4 | <ul style="list-style-type: none"> • Good honours degree |
| 2. Experience | <ul style="list-style-type: none"> • Record of success as a classroom teacher or in the case of an NQT, in teaching practice • Evidence of a commitment to play a full and active part in the life of the school | <ul style="list-style-type: none"> • Evidence of involvement in extra-curricular activities |
| 3. Skills | <ul style="list-style-type: none"> • The ability to motivate students • The ability to deal fairly, sensitively and firmly with students • The ability to establish good working relationships with students, staff and parents • The ability to work as a member of a team and to contribute to that team in a creative and purposeful manner • A good level of ICT skills and the ability to make effective use of ICT in the classroom • Demonstrate effective communication skills to a variety of audiences • Ability to create a happy, challenging and effective learning environment | |

| Criteria | Essential | Desirable |
|------------------------------|--|-----------|
| 4. Personal Qualities | <ul style="list-style-type: none"> • A belief in and optimism about young people • A passionate belief in the importance of schools • Willingness to contribute to and support the team and go the extra mile • A commitment to collective responsibility • Ability to work under pressure • Attention to detail | |
| 5. Other | <ul style="list-style-type: none"> • Able to carry out the prescribed activities of a teacher as set out by the Education Act 2002 • Have the resilience and stamina to fulfil the requirements of this role | |