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| **JOB DESCRIPTION** |
| **Post Title:**  | **Classroom Teacher**  | **Responsibility:** | **Director of Learning** |
| **Grade: Main/Upper Pay Range** **(Inner London)** | **Responsibility Allowance:** | **TLR1D** |
| **Department:** | **Creative Technologies**(Faculty includes IT, Business, Economics, Design Technology, Construction, Hospitality) |
| **Responsible to:** | Senior Leadership Team Line Manager |
| **Responsible for:**  | Faculty staff; the provision of an appropriate learning experience for all students; outcomes for students in the faculty’s subjects  |
| **Liaising with:** | Executive Principal, Senior Leadership Team, other Directors of Learning, Heads of Year, teachers, support staff, parents, colleagues from across the Mulberry family of schools and external parties. |
| **Date:** | March 2018 |

**MAIN PURPOSE OF THE JOB**

1. To provide professional leadership for the Creative Technologies faculty.
2. To set a vision for the faculty and to lead, inspire and support all faculty members to achieve high-quality teaching, effective use of resources and excellent learning and progress for all students.
3. To raise standards of student achievement in the faculty’s subjects.
4. To lead, manage and develop the Creative Technologies faculty, ensuring the provision of appropriately broad, balanced, relevant and differentiated curricula, in accordance with the National Curriculum and the aims and priorities of the academy.
5. To fulfil the role of a Head of Department for one of the faculty’s curriculum areas.[[1]](#footnote-1)
6. To monitor and support the overall progress and development of students within Creative Technologies and as form tutor.
7. To manage financial and physical resources effectively within the faculty, including the deployment of teaching and relevant support staff.

You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers’ Pay and Conditions Document and such specific additional duties which form part of this job description.

**MAIN RESPONSIBILITIES**

The position will carry with it the following responsibilities.

**Strategic and operational direction and development**

1. Lead, manage and motivate Creative Technologies teachers to create an effective team and positive working environment that fully reflects the academy’s ethos.
2. Develop and implement strategic plans, policies and practices for Creative Technologies, which reflect the academy’s commitment to effective teaching and high achievement for all.
3. Work collaboratively with colleagues to develop strategies to ensure faculty and academy achievement targets are met.
4. Analyse and interpret data to evaluate progress against strategic targets and identify underachievement to inform pedagogy, intervention, curriculum development and resourcing.
5. Ensure that Creative Technologies contribute to the spiritual, moral, cultural, mental and physical development of students and prepares them for the opportunities, responsibilities and experiences of adult life.

**Curriculum provision and development**

1. Ensure the delivery of an appropriate, comprehensive high-quality and cost- effective curriculum in each faculty subject that provides continuity and progression in all students’ learning.
2. Ensure the development of effective schemes of learning, resources, learning and teaching strategies and marking and assessment policies within the faculty.
3. Ensure faculty members’ awareness of and expertise in all requirements of the qualifications students are entered for.
4. Actively monitor and respond to national, regional and local developments in the faculty’s subjects and teaching methodologies.

**Teaching, learning and assessment**

1. Ensure that schemes of learning and assessment plans are consistently implemented across the faculty.
2. Provide guidance and support in the development of teaching methodologies within the faculty and maintain agreed standards of practice.
3. Ensure the effective development of student’s independent and collaborative learning skills.
4. Build a shared understanding of standards through moderation activities and reviews of students’ work and assessment data.

**Quality assurance and management information**

1. Monitor and evaluate the Creative Technologies faculty in line with agreed academy procedures.
2. Manage the faculty’s collection of accurate and timely data, take appropriate action on issues arising, and produce evaluative reports as required.
3. Agree challenging targets for the faculty and work towards their achievement.
4. Contribute to the academy’s procedures for lesson observation and the professional development which follows.
5. Ensure accurate and timely submission of examination entries and examination performance data and full adherence to JCQ and awarding body requirements for examinations.

**Staffing**

1. Work collaboratively to ensure that the faculty’s teaching commitment is effectively and efficiently timetabled and roomed, within the constraints of academy accommodation, and that support staff are effectively deployed.
2. Lead the Creative Technologies faculty team and build effective working relationships.
3. Work with Senior Leadership Team to ensure that staff development needs are identified and appropriate programmes are in place to meet those needs.
4. Ensure the faculty’s active participation in academy training programmes.
5. Conduct agreed performance management reviews.
6. Contribute to the recruitment of teachers and postholders for the faculty.

**Communication and promotion**

1. Ensure that all faculty members are familiar with the faculty’s aims and objectives.
2. Ensure the faculty’s effective communication and consultation with parents.
3. Lead the development of subject links with higher education, industry and community groups and organisations
4. Ensure active and effective contributions from the Creative Technologies faculty to all promotional activities.
5. Contribute to the development of effective links with feeder and partner schools and community groups and organisations.

**Managing resources**

1. Promote the effective and efficient use and organisation of learning resources, including teaching spaces, equipment and ICT, and maintain appropriate records
2. Ensure an effective and stimulating environment for learning and teaching.
3. Establish and maintain a safe working and learning environment in which all risks are properly assessed.
4. Identify, prioritise and communicate resource needs for Creative Technologies so that academy and faculty objectives are met, alongside the principles of best value.

**Teaching**

1. Undertake an appropriate programme of teaching in accordance with the duties of a Main Scale teacher.

**Pastoral**

1. Take individual responsibility for safeguarding and promoting the welfare of students.
2. Monitor and support student and staff attendance and the overall development of students within the faculty,
3. Act as a Form Tutor and carry out the duties associated with that role, as outlined in the generic job description.
4. Contribute to PSHE and citizenship education.
5. Ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently in the faculty so that effective learning can take place.

**Additional duties**

1. Play a full role within the life of the Academy community, support its ethos and encourage all staff and students to follow this example.

2. Promote and support all Academy policies.

3. Continue personal professional development.

4. Undertake any other duty as specified by STPCD not mentioned above.

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the academy’s Equal Opportunities policies and ensure anti-discriminatory practice within the Creative Technologies faculty.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**SAFEGUARDING**

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

**HEALTH AND SAFETY**

The Health and Safety at Work Act (1974) places duties on all employees:

* to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual’s acts or omissions at work;
* to co-operate with the Head Teacher to enable her to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
* not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
* to care for and oversee the appearance of the building;
* to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

*This job description is correct at 1 March 2018 and may alter over time as the needs of the academy change. The JD will be discussed as part of the academy’s appraisal policy and may be amended after discussion with the post holder.*

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Postholder**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Responsible Officer/Principal**

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| **PERSON SPECIFICATION** |
| **Post Title:** | **Classroom Teacher** |
| **Responsibility:** | **Director of Learning, Creative Technologies**(Faculty includes IT, Business, Economics, Design Technology, Construction, Hospitality) |
| **Education, Qualifications & Experience** | * A degree in one of the faculty’s subjects
* Qualified teacher status and recent relevant professional development
* A specialism of IT/Computing, Business/Economics or DT/Construction
* Experience of teaching to a high standard in secondary education,
* Experience of subject leadership in a post of responsibility
* Recent experience of leading, teaching or assessing BTEC qualifications
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| **Knowledge, Skills & Understanding** | * Understanding of current national policies, curriculum development, qualifications and statutory frameworks relevant to the faculty
* A sound understanding of pedagogy and assessment in the faculty’s subjects and of strategies that will contribute to further raising students’ attainment at KS3, KS4 and KS5
* Ability to communicate effectively, orally and in writing, with a range of audiences.
* Understanding of how ICT can support learning and teaching
* Proven leadership, management and organisational skills.
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| **Planning, Teaching & Class Management** | * An passion for applied and practical learning
* Plans teaching to achieve progression in all students’ learning, and is able to build this practice in others.
* Confident in the use of assessment data, tracking and target setting to raise attainment at individual student, group and cohort level.
* Has high behaviour standards, and is able to lead the faculty team to achieve these
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| **Monitoring, Evaluation & Review and Accountability** | * Demonstrates strategic thinking and planning skills and the ability to realise the vision and aims of the Creative Technologies faculty
* Skills and aptitude to lead and manage a faculty and to be accountable for faculty outcomes.
* Ability to monitor and develop staff performance.
* Astute evaluation skills and proven capacity to lead others in improvement projects
* Ability to work under pressure, prioritise and meet deadlines
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| **Other Professional Requirements** | * Is determined to promote a culture that celebrates success.
* Commitment to, and understanding of, inclusion
* Enjoys leading, and being part of, a team, with strong interpersonal skills
* Presents a positive role model to staff and students, including excellent attendance and punctuality.
* Ability to work with parents, external agencies and the wider community.
* Willing to initiate and participate in cross-curricular and extra-curricular activities and to be involved in wider academy life.
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| ***This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed and to rechecking as appropriate.*** |

1. This role is currently not assigned [↑](#footnote-ref-1)