****

**NORTH**

**BIRMINGHAM**

**ACADEMY**

Headteacher: Mr Philip Lloyd

**North Birmingham academy**

395 College Road, Erdington, Birmingham, B44 0hf

**job description - TEACHING Staff**

**Name:**

**Job title:** Second in Science

**Salary:** MPS + TLR allowance

**DEpartment:** Science

**Reporting to:**

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

**Responsible for:**

Zone teaching staff and other relevant teaching and support staff personnel within the Zone.

**Liaising with:**

Leadership Group, other Heads of Zone/Department, Student Support Services and relevant staff with cross-academy responsibilities, relevant support staff, external providers, Academy Trust and parents.

**Working Time:**

195 days per year. Full-time

**Job Purpose**

* To be accountable, with the Head of Zone, for raising standards of student attainment and achievement agreed within the whole curriculum area and to monitor and support student progress across the agreed key stage(s).
* To be accountable, with the Head of Zone, for student progress and development within the subject area across agreed key stage(s).
* To develop and enhance the teaching practice of others.
* To be accountable, with the Head of Zone, for ensuring an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Zone, in accordance with the aims of the Academy and the curricular policies determined by the Ambassadors and Principal of the Academy.
* To be accountable, with the Head of Zone, for leading, managing and developing the subject/curriculum area within subject.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the Zone to support the designated curriculum portfolio in liaison with the HoZ.

**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 be accountable, with the Head of Zone, for leading the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Zone.
3. To be accountable, with the Head of Zone, for day-to-day management, control and operation of course provision within the Zone, including effective deployment of staff and physical resources.
4. To be accountable, with the Head of Zone, for monitoring and following up student progress.
5. To implement academy policies and procedures, e.g. Equal Opportunities, Health and Safety, Behaviour, Child Protection etc.
6. To work with colleagues to formulate aims, objectives and strategic plans for the Zone which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
7. To link with staff necessary to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and mission.

**1.2 Curriculum Provision**

1. To liaise with the HoZ to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan/Academy Evaluation systems.
2. To be accountable, with the Head of Zone, for the development and delivery of subject at agreed key stage(s).

**1.3 Curriculum Development**

1. In liaison with the HoZ, to be accountable for leading curriculum development at agreed key stage(s) within the Zone.
2. To keep up to date with national developments in the subject area and teaching practice and methodology.
3. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
4. To liaise with your HoZ, to maintain accreditation with the relevant examination and validating bodies.
5. To be responsible for the development of Key Skills in subject.
6. To ensure that the development of agreed key stage(s) subject is in line with national developments.

**2 Staffing**

**2.1 Teaching:**

1. To work with the HoZ to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
2. To be responsible for the efficient and effective deployment of the Zone's technicians/support staff where appropriate.
3. To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the Zone designated by the HoZ.
4. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Zone, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Zone.
5. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
6. To promote teamwork and to motivate staff to ensure effective working relations.
7. To participate in the Academy’s ITT programme as appropriate.
8. To be responsible for the day-to-day management of specific staff within the Zone and act as a positive role model.

**2.2 Pastoral System:**

1. To be accountable, with the Head of Zone, for monitoring and supporting the overall progress and development of students within the Zone at agreed key stage(s).
2. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
3. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic Teacher/Form Tutor job description.
4. To contribute to SMSC, Citizenship Tutor time and Enterprise according to academy policy.
5. To ensure the Behaviour Management system is implemented in the Zone and in lessons so that effective learning can take place.
6. To take part in all duties to ensure that the Pastoral System is supported, including assigned duties, corridor duty at lesson changeover times, and general pastoral practice.

**2.3 Quality Assurance:**

1. To deputise for the HoZ in his/her absence.
2. To ensure the effective operation of quality control systems.
3. To contribute to the process of the setting of targets within the Zone and to work towards their achievement including the Zone Development Plan based upon the Academy Development Plan.
4. To support common standards of practice within the Zone and develop the effectiveness of learning and teaching styles in all subject areas within the Zone.
5. To support the Academy procedures for lesson observation.
6. To implement academy quality procedures and to ensure adherence to those within the Zone at agreed key stage(s) with the HoZ.
7. To monitor and evaluate the curriculum area/zone in line with agreed Academy procedures including evaluation against quality standards and performance criteria with the support of the HoZ.
8. To seek/implement modification and improvement where required.
9. To ensure that the Zone's quality procedures meet the requirements of Self Evaluation and the Strategic Plan at all levels especially at agreed area of responsibility.

**2.4 Management Information:**

1. To ensure the maintenance of accurate and up-to-date information concerning the Zone on the management information system.
2. To make use of analysis and evaluate performance data provided.
3. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
4. To produce reports within the quality assurance cycle for the Zone at the agreed key stage(s).
5. To produce reports on examination performance, including the use of Value-Added data.
6. In conjunction with the HoZ, to manage the Zone's collection of data at the agreed key stage(s).

**2.5 Communications:**

1. To ensure that all members of the Zone are familiar with the aims and objectives of agreed key stage(s) of the curriculum in subject.
2. To ensure effective communication/consultation as appropriate with the parents of students.
3. To represent the Zones views and interests.

**2.6 Marketing and Liaison:**

1. To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases as appropriate.
2. To lead the development of effective key stage(s) subject links with partner Academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subject at Open Days/Evenings and other events.
3. To actively promote 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 liaise with the HoZ to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; organising and maintaining equipment and stock, and keeping appropriate records.
2. To work with the HoZin order to ensure that the Zone's teaching commitments are effectively and efficiently timetabled and roomed.

**2.9 Teaching**

1. 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>

**2.10 Additional Duties**

1. To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
2. Staff for which you have line management responsibility.

**3.0 Other Specific Duties:**

|  |
| --- |
| 1. To continue personal development as agreed.
2. To engage actively in the performance review process.
3. To undertake any other duty as specified by the Principal not mentioned in the above.
4. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
5. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
6. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
7. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
 |

1. In line with line management structure to improve further attainment and achievement in the Zone i.e. SEND, Literacy, Numeracy etc.
2. In line with line management structure to improve attainment of National Challenge targets.

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

**4.0 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

**E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment. E-ACT is committed to promoting equality of opportunity and diversity. All staff 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.**

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

