

### **Job Description**

**Job Title:** Teacher

**Location:** Maltings Academy & New Rickstones Academy

**Hours of work:** Full time

**Reports to:** Head of Subject

### **Purpose of the Role:**

To carry out the professional duties of a teacher in accordance with academy policies and under the direction of the Head of Academy, providing high quality teaching and pastoral care and delivering high standards of learning and achievement for all students

### **Responsibilities:**

#### ***Curriculum / Teaching***

- 1.1 To prepare, teach and evaluate lessons in accordance with statutory requirements, aims and objectives, academy policies and departmental schemes of work.
- 1.2 To use a range of teaching and learning strategies and resources so that individual students have access to the curriculum.
- 1.3 To contribute to the teaching of cross curricular themes, skills and dimensions.
- 1.4 To set cover work when on leave of absence.
- 1.5 To take reasonable care of departmental resources and to account for any equipment used.

#### ***Students***

- 2.1 To support the academy policy on behaviour, discipline and student welfare in the classroom. To communicate problems of a pastoral nature to the form tutor in the first instance.
- 2.2 To ensure that students use equipment safely.
- 2.3 To display students' work and maintain a tidy, safe and stimulating working environment.
- 2.4 To liaise with the SENDCO and the form tutor over students with special educational needs and to modify teaching accordingly.
- 2.5 To ensure that targets outlined in a student's Personal Education Plan are pursued.
- 2.6 To liaise with and clarify the role of any support teacher allocated to the class.
- 2.7 To promote the use of the library.
- 2.8 To keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor.
- 2.9 To ensure that homework is set and recorded in the student diary.
- 2.10 To set and maintain high standards of student work in the classroom
- 2.11 To undertake duties before academy, at break, on a rota basis.

## **Assessment**

- 3.1 To assess students' work in accordance with statutory requirements, and academy and department policies. To maintain a record of students' attainments. To use assessments to diagnose individual strengths and weaknesses and to plan subsequent teaching accordingly.
- 3.2 To write reports on students and attend meetings with parents.
- 3.3 To assist the Head of Subject in setting and marking internal examinations.
- 3.4 To ensure that external examination requirements are satisfied.
- 3.5 To recommend individual students for particular examination courses.

## **Form Tutor**

*The main responsibilities of the Form Tutor are to:*

- 4.1 To offer care and support to students in all aspects of their academy life and in preparation for their adult life
- 4.2 To develop an understanding and knowledge of each student as an individual
- 4.3 To enable students to play an active role in all aspects of the tutorial and PSHE programme
- 4.4 To undertake administrative-related tasks

*The main responsibilities are to be fulfilled by:*

- 4.5 Completing attendance registers in tutorials
- 4.6 Filing of absence notes for reference by Heads of Year and the Attendance Co-ordinator
- 4.7 Recording and monitoring punctuality records, referring persistent lateness to Heads of Year
- 4.8 Attending assemblies with tutor groups
- 4.9 Guiding tutor groups to produce at least one assembly per year
- 4.10 Assisting with the teaching and evaluation of the academy's tutorial and PSHE programmes
- 4.11 Checking and signing homework diaries on a weekly basis and referring up any concerns
- 4.12 Monitoring the compilation of formative records for the National Record of Achievement;
- 4.13 Assisting students with Personal Statements and Individual Action Plans
- 4.14 Checking uniform and jewellery and referring up any problems
- 4.15 Preparing Form Representatives for representatives' meetings and supervising feedback
- 4.16 Keeping records of student progress, achievements and responsibilities
- 4.17 Attending pastoral meetings
- 4.18 Updating form notice boards and ensuring that the form room is left neat and tidy
- 4.19 Being available to discuss students' concerns with them
- 4.20 Referring up all pertinent information, particularly when required for reports or references
- 4.21 Encouraging students to participate in extra-curricular activities
- 4.22 Encouraging students to improve the quality of their work

## **General**

- 5.1 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 5.2 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 5.3 To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- 5.4 To attend required meetings and training

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
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 Head of Academy.
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

|                              | Detail   | Essential requirements:   | Desirable requirements:  |
|------------------------------|--|---|--|
| <b>Qualifications</b>        | Qualifications required for the role                 | <ul style="list-style-type: none"> <li>• Degree in a relevant discipline</li> <li>• Teaching qualification recognised by DfE</li> <li>• Evidence of continuing and recent professional development</li> </ul>   |  |
| <b>Knowledge /Experience</b> | Specific knowledge/ experience required for the role | <p><b>Specialist Knowledge/Experience</b></p> <ul style="list-style-type: none"> <li>• Teaching experience including KS5</li> <li>• Knowledge of National Curriculum requirements</li> <li>• Experience of marking and monitoring students' work, providing constructive oral and written feedback to students and parents</li> </ul> <p><b>Organisation &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Experience of managing a heavy workload and conflicting priorities</li> <li>• Experience of planning lessons effectively, setting appropriate and challenging expectations for students' learning</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Experience of resolving problems independently</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Experience of motivating &amp; inspiring students and dealing sensitively with pastoral issues</li> <li>• Experience of building and maintaining effective relationships with others and negotiating effectively</li> <li>• Experience of working effectively as part of a team</li> </ul> | <ul style="list-style-type: none"> <li>• Experience as a form tutor</li> </ul> |
| <b>Skills</b>                | Line management responsibilities (no.)               | <ul style="list-style-type: none"> <li>• n/a</li> </ul>   |  |
|                              | Forward and strategic planning                       | <ul style="list-style-type: none"> <li>• Lesson planning</li> </ul>   |  |
|                              | Budget (size & responsibilities)                     | <ul style="list-style-type: none"> <li>• n/a</li> </ul>   |  |
|                              | Abilities  | <ul style="list-style-type: none"> <li>• Excellent communication skills with the ability to communicate logically, concisely and persuasively to a variety of</li> </ul>  |  |

|                                 |            |   |  |
|---------------------------------|------------|---|--|
|                                 |            | <p>audiences, both orally and in writing</p> <ul style="list-style-type: none"> <li>• Excellent IT Skills</li> <li>• Ability to stay calm under pressure</li> </ul>   |  |
| <b>Personal Characteristics</b> | Behaviours | <ul style="list-style-type: none"> <li>• Resilience</li> <li>• Student focused</li> <li>• Demonstrate a commitment to equality</li> <li>• Takes responsibility and accountability</li> <li>• Commitment to Academy aims, ethos &amp; vision</li> <li>• Commitment to own professional development</li> </ul>  |  |
| <b>Special Requirements</b>     |            | <ul style="list-style-type: none"> <li>• Successful candidate will be subject to an Enhanced Disclosure &amp; Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Role requires flexibility to meet academy needs including working at Maltings Academy, New Rickstones Academy &amp; Witham Sixth Form Centre.</li> </ul> |  |