DRAGONFLY EDUCATION TRUST

JOB DESCRIPTION

TEACHER

*This is a standard job description applicable to all teachers at Dragonfly Education Trust other than the Headteacher. It is based on the Pay and Conditions Documents to which reference should be made.*

# **Curriculum Responsibilities**

* To teach across the age and ability range
* To ensure students are taught according to their individual needs and abilities, following the exam specifications
* To employ teaching strategies that engender enthusiasm and raise the aspirations of all students

To engage and enthuse all students to allow them to teach reach their full potential

* To mark students work in accordance with school policy in order to fully prepare them for examination and assessment
* To contribute to the development of the curriculum within the department and the school as a whole
* To contribute to the development of teaching and learning materials for use by the teaching team
* To take a full part in meetings for department planning
* To effectively use tracking and monitoring systems within the department
* To complete reports and records on students
* To set and mark homework in accordance with the school policy
* To promote the school and the department through displays of work, extra curricular activities and participation in events, competitions and other events
* To ensure that care is taken to keep classrooms, furniture and equipment in good safe working condition and to see that rooms are left tidy after use so that usual cleaning can be carried out
* To maintain high standards of discipline in the classroom so that there is an atmosphere conducive to work
* Assisting with sound and lighting production across the school for all concerts and shows.
* Managing the recording studio and music technology teaching rooms.
* Recording, editing and storing of all GCSE/A level coursework and performances.
* Maintenance and upkeep of all the hardware and software in the recording studio and music technology teaching rooms.
* Organising extra- curricular activities to promote Music Technology across the school.
* To become the Lead Internal Verifier for BTec’s, training will be provided for accreditation.

Line Manager - Subject Leader

Also accountable to Specialist Lead Educator

#### **Pastoral Responsibilities**

*The pastoral role is of prime importance in creating the ethos of the school as a place where students can be happy and confident and feel encouraged to work hard.*

## **Form Tutor**

* To promote the general well being and progress of students in the tutor group
* To provide guidance and advice to students on educational and social matters and to respond to their individual needs quickly and in a constructive manner
* To carefully monitor attendance and punctuality and reasons for absence. To keep the register in accordance with legal requirements
* To communicate with parents in consultation with the Head of Year
* To record information on students, to transmit this to the Head of Year and to ensure it is in the students’ files
* To support and participate in year activities
* To attend Year Tutor meetings
* To deliver the pastoral curriculum
* To ensure students abide by the school regulations
* To communicate information on students to the Head of Year
* To monitor the progress of student against their Base Line Data/Minimum Target Grade in accordance with Academic Tutoring

**General**

* To attend all departmental and support staff meetings
* To play an active part in the life of the school, sharing the aims and objectives of the school
* To contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the School’s Child Protection Lead person
* To actively participate in the School’s:
  + Continuing Professional Development (CPD) programme
  + Performance Management System

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**PERSON SPECIFICATION**

These are skills and attributes that we would expect the successful candidate to possess

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|  | **Essential Criteria** | Desirable Criteria |
| Education & Qualifications and experience | A good relevant honours degree  Qualified Teacher Status  Working knowledge of the new National Curriculum for teaching the relevant subject  Understanding of how the new National Curriculum is changing the teaching of the relevant subject | Experience of teaching the relevant subject to Sixth Form students |
| Skills | Adopts appropriate teaching styles to suit all students  Maximises use of ICT to enhance teaching and learning  Works to develop the department in accordance with the departmental Improvement Plan and as agreed with the line manager  Develops an area of the curriculum within the department |  |
| Professional Development | Actively engages with the Schools CPD Programme |  |
| Personal Qualities | Commitment and desire to fully contribute to the opportunities presented by the School  Committed to the practice of individual target setting in order to raise achievement  Uses initiative to deliver results and overcome issues  Has the drive, determination and enthusiasm to work effectively  Can tolerate pressure and manage workload to meet deadlines  Adopts a collaborative approach  Plans for changing needs and circumstances and is able to adapt quickly and positively  Reports clearly and thoroughly on work completed  Brings new ideas to the School/Department  Can be relied upon  Committed to the protection and safeguarding of children and young people  Values and respects the views and needs of children  Values and respects the different experiences, ideas and backgrounds others can bring to work and to teams  Role models behaviour commensurate to the post and which promote the School’s core values |  |

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