**JOB DESCRIPTION**

Post Title: Part Time Teacher

Salary: MPS/UPS

Reporting to: Senior Leadership Team

Main Purpose

To meet high professional standards in teaching and learning within the faculty in order to ensure that students’ knowledge, understanding and achievement are of the highest levels within the specific subject. To develop, plan and deliver effective and high quality learning experiences for all students and carry accountability for the learning and achievement of all students taught, developing independent learners able to progress into adult life with the skills required.

The duties outlined in this job description are in addition to those outlined by the latest ‘School Teachers Pay and Conditions’ document. The job description will be reviewed regularly and at least annually to reflect or anticipate changes to the job, commensurate with the salary and areas of responsibility

Main Accountabilities

**Curriculum**

1. To contribute to schemes of work and curriculum materials for the appropriate subject.
2. To plan effective lessons matching the design of the lesson to the ability of the students.
3. Have high expectations of students, based on a sound knowledge of their prior and potential attainment.
4. To take account of the need for progression in students’ learning experience.
5. To ensure effective whole class, group or individuals learning opportunities for students.
6. To set high standards of expectations of students’ behaviour through good classroom discipline, focused teaching and productive relationships.
7. To set and assess homework as an integral part of students’ learning.
8. To use opportunities to reinforce literacy, ICT and numeracy skills within teaching.
9. To use enterprising and innovative approaches to teaching and learning when appropriate and in accord with Subject, Key Stage and Academy Policy.
10. To effectively deliver the tutorial programme.
11. To contribute to the extra curricular activities programme for students.

**Monitoring and Evaluation**

1. To give clear and constructive feedback to students on how to move towards the next level or grade.
2. To implement all subject, Key Stage and Academy Policies regarding assessment, recording and reporting.

**Personnel**

1. To work as a team member, identifying opportunities for working with colleagues and sharing good practice.
2. To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
3. To take responsibility for one’s own professional development and keeping up to date in subject expertise and teaching skills.
4. To maintain effective working relationships with teaching and support staff.
5. To be a form tutor to a group of students and be responsible for the pastoral care as appropriate.
6. To keep an accurate register of attendance and encourage excellent punctuality and attendance.
7. To liaise with parents as appropriate.

**General**

1. To be committed to the development and implementation of the Academy Ethos, Vision, Policies and Practice.
2. To comply with the requirements of the Data Protection Regulations and ensure confidentiality is maintained
3. Ensure appropriate responses in respect of child protection and safeguarding issues.
4. To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
5. Undertake such other duties as may be reasonable requested by the Principal and/or Chief Executive.

**Other features of the Post:**

This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

Prepared By: Received By:

Date:

Date:

**PERSON SPECIFICATION:**

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| --- | --- | --- | --- |
| The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-  A = Application I = Interview P = Presentation T = Test | | | |
|  | Essential | Desirable | Assessment Stage |
| **QUALIFICATIONS – certificates will need to be produced** | | | |
| Good degree | X |  | A |
| Teaching qualification | X |  | A/I |
| NQTS/QTS Status | X |  | A/I |
| **KNOWLEDGE, UNDERSTANDING AND EXPERIENCE** | | | |
| Classroom experience | X |  | A/I |
| Awareness of strategies available to improve the learning and achievement of all students | X |  | A/I |
| Good understanding of curriculum developments within subject area | X |  | I |
| Contribution to raising standards in teaching and learning to improve achievement |  | X | A/I |
| Ability to use a range of teaching and learning strategies | X |  | A/I |
| Knowledge of current issues and developments in education | X |  | A |
| Confident user of standard IT packages, particularly when used to enhance student learning | X |  | A/I |
| Interest and participation in extra-curricular activities |  | X | A/I |
| **PERSONAL AND PROFESSIONAL QUALITIES** | | | |
| Commitment to supporting learning | X |  | I |
| Organised and methodical approach | X |  | A/I |
| Ability to share knowledge/ skills with all ranges of abilities | X |  | A/I |
| Enthusiastic and engaging approach | X |  | A/I |
| Ability to work collaboratively as part of a team and on own initiative | X |  | A/I |
| Creative in problem solving and willing to take on and try new approaches and ideas | X |  | A/I |
| Able to relate to students in a pleasant and sympathetic manner and recognise potential child safeguarding issues | X |  | A/I |
| Able to communicate with students and their parents/ guardians both verbally and in writing | X |  | A/I |
| Capacity for hard work and the ability to overcome challenges pragmatically | X |  | A |
| **OTHER REQUIREMENTS** | | | |
| Full driving licence/ability to travel (delete as appropriate) |  | X | A |
| Commitment to the safeguarding policy and principles of the Academy Trust | X |  | I |

**Person Specification Overview:**

We are looking for the following attributes and will assess the applicant’s suitability through the application from, teaching task, interview and references.

* A sense of humour is essential to join our lively and fun team
* Must be a positive, passionate, caring and enthusiastic teacher who can inspire children to be the best they can be
* Will compliment and support our team in our journey towards outstanding
* Demonstrate that you take a positive and pro-active approach to challenges as they arise
* Successful experience of teaching
* Ability to plan and deliver good quality lessons which inspire and enthuse children
* Able to challenge all abilities
* Ability to manage teaching assistants to meet the needs of all children
* Demonstrate passion for an area of the curriculum and a willingness to take whole school responsibility for a subject/area of learning
* Ability to maintain confidentiality
* Understanding of safeguarding issues
* Ability to promote independent learning skills and behaviours for learning
* Have a range of behaviour management strategies
* Demonstrate a knowledge of how to move children on with their learning
* Experience of catering for children with special educational needs within the classroom
* Value the role of parents