

Job Description

Job Title: Teacher or Instructor of Humanities

Location: Felixstowe Academy

Hours of work: Full Time

Reports to: Faculty Leader of Humanities

Purpose of the Role:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher in order to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment and achievement.
- All teachers share in the corporate responsibility for the well-being and discipline of all students and be accountable for the achievement of the students they are teaching

Responsibilities:

Strategic:

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies;
- Contribute to the whole Academy and Subject Development Plans and their implementation;
- Plan and prepare lessons to a high standard as set out in the Teaching and Learning Policy;
- Contribute to academy-wide planning activities;
- Follow all academy policies and procedures;
- Assist the Vice Principal (Teaching and Learning) and Subject Leader to ensure that the curriculum area provides a range of teaching which complements the Academy's strategic aims and objectives;
- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's strategic direction;

- To be involved in departmental policy making and development and to participate in the development of appropriate specification materials and schemes of work.

Staff Development:

- Take part in the academy's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning;
- Engage actively in the Performance Management process;
- Continue personal development in the relevant areas including subject knowledge, teaching methods and areas identified in Performance Management;
- Ensure the effective / efficient deployment of classroom support;
- Work as a team member and contribute positively to effective working relations within the academy.

Quality Assurance:

- Help to implement academy quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy policies and procedures, including evaluation against quality standards and performance criteria;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Management of Data / Information:

- Maintain appropriate records and to provide relevant accurate and up-to-date information to Progresso, registers, etc. when required;
- Complete any relevant documentation to assist in the tracking of students;
- Track student progress and use information to inform teaching and learning.

Communication:

- Communicate effectively with the parents of students as appropriate;
- Where appropriate, communicate and co-operate appropriately with persons or bodies outside the academy;
- Follow agreed policies for communications in the Academy;
- Take part in liaison activities such as Open Evening, Open Mornings, Parents Progress Evenings, liaison events with feeder schools, etc.;
- Contribute to the development of effective subject links with external agencies;
- Liaise with the relevant Vice Principal (Pastoral Leader) to ensure the implementation of the academy's pastoral system.

Resources:

- Contribute to the process of the ordering and allocation of equipment and materials when requested to do so by the Subject Leader;
- Assist the Subject Leader to identify resource needs and to contribute to the efficient / effective use of physical resources;
- Co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the academy, curriculum area and the students.

Teaching:

- Teach students according to their educational needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by students;
- Assist the Vice Principal (Teaching and Learning) and Subject Leader to ensure that the curriculum area provides a range of teaching which complements the Academy's strategic aims and objectives;
- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's strategic direction;
- To be involved in departmental policy making and development and to participate in the development of appropriate specification materials and schemes of work.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- Ensure that ICT, Literacy, Numeracy and academy subject specialism(s) are reflected in the teaching / learning experience of students;
- Undertake a designated programme of teaching as outlined on the academy timetable.
- Ensure a high quality learning experience for students, which meets internal and external quality standards;
- Prepare and update subject materials;
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the specifications taught;
- Maintain behaviour appropriate to learning in accordance with the academy Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework in line with the academy values;
- Undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures;
- Mark, grade and give written / verbal and diagnostic feedback in line with the academy's emphasis on Assessment for Learning;
- Encourage and be accountable for the highest possible achievement from all students in the classes allocated to you;
- Recognise and praise the achievement of students in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Pay particular regard to the 'Basic Protocols' section of the Teaching and Learning Policy.

Quality Assurance:

- Help to implement academy quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed academy policies and procedures, including evaluation against quality standards and performance criteria;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.
- Co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the academy, curriculum area and the students.

- Ensure a high quality learning experience for students, which meets internal and external quality standards;
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- Recognise and praise the achievement of students in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Pay particular regard to the 'Basic Protocols' section of the Teaching and Learning Policy.

Personal Responsibilities:

- Play a full part in the life of the academy, to support the vision, aims, objectives, values and ethos and to encourage staff and students to follow this example.
- Actively promote academy policies and procedures;
- Be responsible for your own continued professional development;
- Comply with the academy Health & Safety policy and undertake risk assessments as appropriate;
- Be courteous to colleagues, students, visitors and telephone callers and provide a welcoming environment;
- Undertake break duties as designated on the academy Staff Duty Rota;
- Attend calendared meetings punctually;
- Set appropriate cover work during times of absence.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/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 Principal/Group/Chief Executive
6. 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.
7. 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

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> A good honours degree or its equivalent and a PGCE or its equivalent 	
Knowledge/ Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Have taught at all levels of ability range KS3 to KS4 with an opportunity to teach A-level Humanities 	<ul style="list-style-type: none"> Experience within more than one school/academy Experience of teaching on BTEC courses Experience as a Form Tutor
		<ul style="list-style-type: none"> Have a detailed knowledge of National Curriculum requirements of their subject Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning Able to mark and monitor students' class and homework, provide constructive oral and written feedback, set targets for students' progress and provide informative reports to parents. 	<ul style="list-style-type: none"> Skills to teach other subjects High level of ICT skills
Skills	Abilities	<ul style="list-style-type: none"> Secures a good standard of student behaviour in the classroom by establishing appropriate rules and high expectations Ensures effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained Maintains own professional development 	
Personal Characteristic	Behaviours	<ul style="list-style-type: none"> Displays energy, enthusiasm and commitment Is able to prioritise and work under pressure Communicates effectively with students, colleagues and parents Is able to establish good working relationships with colleagues 	<ul style="list-style-type: none"> Is able to contribute to extra-curricular activities outside their own subject area
Special Requirements		<ul style="list-style-type: none"> Successful candidate will be subject to an enhanced Disclosure and Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	