

SOUTHFIELDS ACADEMY

JOB DESCRIPTION

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| Post Title: | TEACHER, TUTOR & COVER |
| Post Holder: | |
| Purpose: | <ul style="list-style-type: none"> • 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/form tutor. • 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. • To share and support the School's responsibility to provide and monitor opportunities for personal and academic growth. |
| Reporting To: | Head of Department |
| Responsible For: | The provision of a full learning experience and support for students. |
| Liaising With: | Senior Executive Leadership Team, Head of Department, colleagues, external agencies and parents. |
| Contract Type: | Full time |
| Pay Spine Point/TLR: | Main Pay Scale |
| Disclosure Level: | Enhanced |
| MAIN/CORE DUTIES | |
| Operational / Strategic Planning: | <ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area. • To contribute to the subject area's Raising Attainment Plan and its implementation. • To attend all appropriate meetings. • To plan and prepare courses and lessons. • To contribute to the whole School planning activities. |
| Curriculum Provision: | To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the School's Strategic Objectives. |
| Curriculum Development: | To assist in 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 School's Aim and Strategic Objectives. |

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| Staff Development: Recruitment / Deployment of Staff | <ul style="list-style-type: none"> • To take part in the School's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the School. |
| Quality Assurance: | <ul style="list-style-type: none"> • To help to implement the School's quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the subject area in line with agreed School procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School. |
| Management Information: | <ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (CMIS & eportal), registers etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning. |
| Communications: | <ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the School. • To follow agreed policies for communications in the School. |
| Marketing and Liaison: | <ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies. |
| Management of Resources: | <ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs |

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| | <p>and to contribute to the efficient/effective use of physical resources.</p> <ul style="list-style-type: none"> To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, subject area and the students. |
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| Pastoral System: | <ul style="list-style-type: none"> To be a form tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the form tutor group as a whole. To liaise with the Head of Year to ensure the implementation of the School's Pastoral System. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life. To evaluate and monitor the progress of students and keep up-to-date student records as may be required. To contribute to the preparation of Action Plans and progress files and other reports To alert the Designated Member of Staff for Safeguarding and Child Protection and other appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. To communicate as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff. To contribute to PSHE and Citizenship and enterprise according to School policy. To apply the Behaviour Management systems so that effective learning can take place. |
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| Teaching: | <ul style="list-style-type: none"> To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. To ensure that ICT, Literacy, Numeracy and School subject specialism(s) are reflected in the teaching/learning experience of students. To undertake a designated programme of teaching. To ensure a high quality learning experience for students which meets internal and external quality standards. To prepare and update subject materials. To use a variety of delivery methods which will stimulate |

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| | <p>learning appropriate to student needs and demands of the syllabus.</p> <ul style="list-style-type: none">• To maintain discipline in accordance with the School's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.• To undertake assessment of students as requested by external examination bodies, the subject area and School procedures.• To mark, grade and give written/verbal and diagnostic feedback as required. |
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Other Specific Duties:

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the School in meeting its legal requirements for worship.
- To promote actively the School's corporate policies.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the School's Dress Code.

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School 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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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| Signature: | Date: |
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PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE

- Educated to degree level or equivalent
- Qualified Teacher Status
- Successful teaching practice in more than one year group

KNOWLEDGE & UNDERSTANDING

- A clear and good understanding of current educational issues, theory and practice, with particular regard to:
 1. The National Curriculum and strategies to raise achievement
 2. Equality and issues relating to pupils' access to learning
 3. Classroom management
- To know the assessment requirements for the areas they teach including the importance of formative and summative assessment.
- To know how to use data to evaluate the effectiveness of their teaching to monitor the progress of those they teach and raise levels of attainment.

SKILLS

- The ability to create a safe and rich learning environment involving:
 1. A good understanding of planning and assessment techniques
 2. A developing range of successful teaching strategies
 3. The ability to create a stimulating visual environment for the classroom
 4. The ability to create a learning environment which values and enables everyone equally
 5. The ability to work closely with all staff both in the classroom and in whole school issues
 6. The ability to contribute to the whole school ethos
 7. The ability to work actively with parents

PERSONAL ATTRIBUTES

- Good oral and written communication skills
- Ability to show commitment to continuing professional development