

JOB DESCRIPTION



JOB TITLE: BFA - ENGLISH TEACHER
(80%, MATERNITY COVER)

POST NO: NREQ0285

SALARY: BFA LECTURER SCALE

JOB PURPOSE

To be responsible for delivering and developing the appropriate BFA curriculum and to develop and implement teaching and learning practices to raise student standards and progress.

SPECIFIC DUTIES AND RESPONSIBILITIES

- To deliver high quality lessons enabling students to make accelerated progress;
- To organise the classroom, its resources, student groupings and displays in order to provide a stimulating learning environment;
- To develop high quality teaching materials and schemes of learning;
- To direct the work of any allocated teaching assistants;
- To liaise with Specialist Advisors regarding individual students.

GENERIC DUTIES

In addition to the requirements of the post above, all members of the academic staff are required:

- To complete all associated organisation/administrative work, preparation and marking;
- To deal with immediate student disciplinary and welfare problems;
- To keep and maintain specified student and class records;
- To place, prepare, develop and evaluate courses and course materials, and where appropriate, supervise course provision;
- To assist with all administration, to include assessment, referrals, transition in and out, and on course requirements;
- To participate in Programme/School activities as requested, including parents' evenings/Open Evenings;
- to participate and undertake Staff Performance Management and in-service training based on an assessment of individual service needs;
- To meet the requirements of the Health & Safety at Work Act 1974 and the school's Health & Safety Procedures;

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- To be prepared to operate on an elongated day and flexible year as required;
- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment.

SUPERVISION RECEIVED

This post will report to the Principal.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Inspirational Futures Trust on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to BFA's Health and Safety Policies in respect to their specific duties and responsibilities.

CONDITIONS OF SERVICE

The BFA standard contract of service applies:

SALARY

BFA Lecturer Scale 1 -8: £18,695.20 - £27,092.80 per annum.

HOURS

Hours of attendance: 29.6 Hours.

SPECIAL NOTES AND CONDITIONS

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.

Bristol Futures Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
Five GCSEs at grade C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
A Relevant Degree.	✓	
Qualified Teacher Status.	✓	
Outstanding Practitioner.		✓
Excellent behaviour management skills.	✓	
Evidence of commitment to own professional development.	✓	
Innovative, flexible and responsive approach to teaching and learning.	✓	
Excellent interpersonal skills and the ability to work as a team.	✓	
Use of assessment and attainment information to improve practice and raise standards.	✓	
Knowledge of strategies to enhance teaching and learning.		✓
Highly motivated and committed to Alternative Provision.	✓	
The ability to foster positive professional relationships and work effectively with teaching staff of varying experience.	✓	
Potential for further leadership opportunities.		✓
Experience of working with disengaged or SEN learners.	✓	