



Job Description and Person Specification **Secondary Teacher**

Nun Academy - Job Description

Post: Reports to:	Secondary Teacher Head of Boy's/Girl's School
Main Purpose:	
	Secondary school teachers are supervised by either the Head of Boy's/Girl's School. They are ultimately responsible to the Executive Principal. As well as the requirements outlined in his/her individual appointment terms and conditions of service, each secondary school teacher has the following specific responsibilities. In addition, he/she is expected to undertake any other reasonable task assigned by their respective Head of School. An inspiring professional demonstrating thorough curriculum knowledge. An effective classroom practitioner utilising a range of differentiation and target setting techniques. To teach and tutor students, achieving high standards of attainment and self discipline on the part of those students.
Core Requirements:	<i>Organisational</i>
	Each secondary school teacher is accountable for: • Maintaining a personal and professional commitment to the school's core values, as expressed in its statement of philosophy. • Maintaining professional ethical standards in all areas, particularly confidentiality. • Assisting in parent programmes of all kinds. • Assisting the Head of the Boys/Girls School in effectively communicating to parents information relating to curricular matters in the junior school. • Ensuring consistent implementation of school policies and procedures relating to the curriculum. • Meeting at various times in order to develop and improve the school's curriculum. • Supporting the school's implementation of appropriate practice in the primary years of education. • Compiling accurate reports for all students at specified times in the academic year. • Registering the attendance of students and supervising all learners, before, during or after school lessons as appropriate and as requested. • Participate in and carry out any administrative and organisational tasks that are deemed appropriate. • Work collaboratively with others to develop effective professional relationships. • Communicate effectively with parents with regard to pupils' achievements and well-being using school systems/processes as appropriate.

	- Communicate and cooperate with relevant external bodies eg. CIS - Make a positive contribution to the wider life and ethos of the school.
Main Activities:	<i>Planning, Teaching and Class Management</i>
	- To manage behaviour in accordance with the School's Positive Discipline strategies. - Understanding and applying effective classroom management strategies. - Maintaining high levels of behaviour and positive discipline. - To ensure that pupils enter the classroom in an orderly, respectful and appropriate manner and that the tone is set for a purposeful lesson. - To communicate learning objectives clearly to pupils in a manner likely to put them in control of their learning. - To provide a variety of learning activities which maintain interest and meet the needs of individual students. - Addressing the individual needs of students with different levels and types of abilities. - Ensuring that children with learning differences are provided with appropriate strategies. - Demonstrating an understanding of and taking responsibility for promoting high standards of core skills. - To ensure that pupils are fully engaged in their learning for the entire lesson and have the opportunity to learn independently, using a range and balance of teaching strategies. - Viewing students as thinkers with their own emerging theories. - Building on what students bring to the learning experience in the way of prior understanding, knowledge and skills. - Using a variety of resources representing multiple perspectives. - Empowering students towards self-efficacy resulting in responsibility and action. - Involving students actively in their own learning. - Pursuing open-ended inquiry and real life investigations. - Maintaining constant awareness of the needs of any children to whom English is a second or even a third or fourth language. - To use assessment activities which test the learning of pupils and feed back to them in a way to strengthen their understanding and make them confident in their learning - To have full regard to the structures and techniques laid out in key school policies such as the Teaching and Learning Policy, and the Assessment Policy. - Ensuring that students are immersed in English within the classroom setting and that students understand this is an expectation as part of each classroom Essential Agreement. - Ensuring the documentation of curricula units and planners are saved on Google drive in the correct folders and within the timelines set forth by the administration. - Displays relating to KED Skills, Goals, Positive Discipline, Units taught etc. - Contributing to community assemblies.
	<i>Monitoring, Assessment, Recording, Reporting</i>

	• Use performance data to evaluate pupils' progress and set appropriate targets for improvement. • Use assessment to inform planning and teaching; report on progress to all stakeholders. • To monitor pupils' work regularly and to mark in accordance with the school's marking policy. • To use assessment in lessons in line with the School's Assessment Policy. • To develop assessments and/or to work with others to develop assessments so pupils' progress can be monitored in accordance with the School's Assessment Calendar and in accordance with its' Assessment Policy. • To monitor pupil progress against targets and to ensure that progress is at least good.
	<i>Pastoral Duties</i>
	• To care for pupils in the base group, to know them individually and to aim to develop in them high standards of self-discipline. • To be a point of contact with parents and to respond promptly to enquiries from parents. • Ensure the well-being of individual students and of the base group as a whole. • Liaise with the Head of School to ensure the implementation of the school's behaviour management system. • Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
	<i>Teamwork and collaboration</i>
	• Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies. • Work as a team member and identify opportunities for working with colleagues and share the development of effective practice with them. • Contribute to the development of new teachers and support staff through mentorship and peer teaching. • Ensure that colleagues working with you are appropriately involved in supporting learning and understanding the roles they are expected to fulfill. • Take part (as required) in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school. • Cover for absent colleagues.
	<i>Other Professional Requirements</i>

	• Have a working knowledge of teachers' professional duties and legal liabilities. • Operate at all times within the stated policies and practices of the school. • Maintain an up to date knowledge of good practice in teaching techniques. • Know subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments. • Undertake professional development to enhance teaching and pupils learning, and share outcomes with colleagues. • Take responsibility for professional learning. • Support the School's aims and to carry out its policies. • Carry out duties in accordance with published schedules, or in response to reasonable requests within the scope of directed time. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.
	<i>Contract overview</i>
	• The contract for each secondary school teacher stipulates: the teaching day is from 07:30am to 4:00pm. • Each teacher is expected to be a base group teacher and participate in the delivery of the school pastoral programme. • Each teacher is expected to run an enrichment activity/club at least once per week. • Teachers will be involved in duties, lunchtime supervision and clubs within the school day. • It is the expectation that teachers are available for special school events (graduation, open houses, school celebrations, parent – teacher evenings) which may take place on evenings and weekends as deemed by the Executive Principal.

Nun Academy **Person Specification**

Position: Secondary Teacher

Salary: To be agreed at date of appointment

	Essential	Desirable	Evidenced in
Education and Professional Qualifications			
Degree and Qualified Teacher Status/Teacher Certification.	✓		Application Interview
Evidence of continuous professional development.	✓		Application
Experience			
Proven ability as an excellent classroom teacher.	✓		Application Interview References
Proven record of effective subject leadership.		✓	Application Interview
Teaching and Learning			
At least three years' teaching experience across more than one key stage.	✓		Application Interview
Experience in raising achievement using data.	✓		Application Interview
Experience in relation to the English National Curriculum or an international curriculum, with particular reference to KS3 and IGCSE/GCSE.	✓		Application Interview
Experience in relation to pastoral care.	✓		Application Interview
Leadership of a project or initiative.		✓	Application Interview
Understanding of cross-curricular/project based teaching and learning.	✓		Application Interview
Knowledge and Skills			
Professional knowledge of what constitutes high quality standards in teaching and learning.	✓		Application Interview

			References
Professional understanding of inclusion and strategies for engaging all learners.	✓		Application Interview
Professional understanding of safeguarding within a school setting.	✓		Application Interview
Ability to write reports, keep accurate records and communicate effectively.	✓		Application Interview References
Effective organisational skills.	✓		Application Interview References
Ability to work well with a range of audiences, including parents/carers and other professionals.	✓		Application Interview References
Ability to use a positive approach to promote learning and excellent behaviour.	✓		Application Interview References
Confident and competent in the use of ICT.	✓		Application Interview
Personal Attributes			
Resilience, the ability to work under pressure and be able to meet deadlines.	✓		Application Interview
Proven ability to prioritise workloads.	✓		Application Interview
Ability to work effectively and supportively within the team.	✓		Application Interview References
Excellent communication and organisational skills (including written, and oral skills).	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people.	✓		Application Interview
Ability to work creatively and collaboratively.	✓		Application Interview Reference
Demonstrably professional, honest and loyal.	✓		Application Interview
Ability to make and justify difficult decisions.	✓		Application

			Interview
Commitment to our pupils and their learning, wellbeing and safety.	✓		Application Interview
Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.	✓		Application Interview References
Ability to build and maintain successful and purposeful relationships.	✓		Application Interview
Passionate about teaching and learning.	✓		Application Interview References
Open -minded, reflective and adaptable to changing circumstances and new ideas.	✓		Application Interview References
Willingness to be involved in the wider life of the school.		✓	Application Interview References
Bring personal interests and enthusiasms to the school community.		✓	Application Interview
Special Requirements			
Be willing to undergo an enhanced disclosure (ACRO) and/or police check.	✓		

Job Description: January 2024