Job Description

Job Title	RSHE/Citizenship
Reports to	Assistant Principal – Quality of Education
Salary/Grade	MPS / UPS
Core Purpose	To deliver engaging, well planned and appropriate lessons, according to the curriculum in relevant subject, that secure the progress of all learners and to monitor and support the overall progress and development of students. To facilitate and encourage a learning experience which provides students with the opportunity to fully achieve their individual potential

Key Responsibilities

- Teach the relevant subject, according to students' educational needs, following the curriculum and Schemes of Work within the Academy.
- Having regard to the curriculum to promote the development of the abilities and aptitudes of the students in any class or groups assigned.
- Carry out planning, course preparation, marking and assessment of student work, in line with Academy policy.
- Collaborate and work with other teachers on the preparation and development of teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintain positive behaviour and discipline among students by following the Academy's Behaviour Policy and safeguarding their health and safety both when they are authorised to be on the Academy premises, and when they are engaged in extra-curricular activities.
- Carryout other teaching activities to include the provision and guidance to pupils on educational and social matters. Communicate and consult with parents and outside bodies where appropriate and attend associated meetings.
- Provide or contribute to oral and written assessment reports relating to individual students or groups.
- Participate in the review of your teaching programmes and methods of work, development of course materials and programmes and participate in arrangements for further training and professional development.
- Provide teaching support and cover, within the agreed guidelines, where the teacher is not available to teach.
- Participate in arrangements for preparing students for external examinations, undertaking assessments as required and participating in arrangements for students' presentation and supervision during examinations within the agreed guidelines.
- Participate in appropriate administrative and organisational tasks relating to teaching duties, attend assemblies and register attendance.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- Lead and participate in timetabled extra-curricular activities.
- Tutor Responsibilities
- Undertake responsibility for a tutor group and monitor and set targets for the social and academic progress of all pupils in the form.
- Endeavour to build rapport with students in the tutor group, providing guidance, advice and support.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Recognised teaching qualification and Qualified Teacher Status (QTS) - Where overseas trained, appropriate NARIC certificates must be provided and any qualifications must be at least equivalent to UK	**E**	**A**
Degree in relevant subject(s)	**E**	**A**
Further degree (e.g. Master's)	**D**	**A**
Knowledge and Understanding		
The subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes throughout all key stages.	**E**	**A/I/L/R**
The National Curriculum and National Literacy and Numeracy Strategies for the appropriate Key Stage(s).	**E**	**I/L/R**
Effective teaching and learning styles, including the theory and practice to implement effectively for the individual needs of all children.	**E**	**A/I/L**
The monitoring, assessment, recording and reporting of student progress.	**E**	**A/I/R**
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.	**E**	**A/I**
Effective strategies for working with students with Special Educational Needs, including Gifted & Talented students.	**D**	**A/I**
Recent, relevant curriculum developments in the subject area and their impact on teaching and learning.	**D**	**A/I**
Skills and Abilities		
Promote a positive and inclusive Academy for all students.	**E**	**A/I**
Establish a purposeful learning environment where all pupils feel secure and confident.	**E**	**A/I/L**
Set high expectations for all students and demonstrate a commitment to raising educational achievement.	**E**	**A/I/L**
Plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records.	**E**	**A/I**
Inspire and enthuse young people by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale.	**E**	**A/I/L**
Effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students.	**E**	**A/I/L/R**
Use ICT effectively as an integral part of teaching and learning.	**E**	**A/I/L/R**
Organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, staff and other internal and external stakeholders.	**E**	**A/I/L/R**

Build effective relationships with colleagues and to be an active team member.	**E**	**A/I/R**
Establish and develop good relationships with students, parents and external organisations.	**E**	**A/I/R**
Manage difficult situations and deal with sensitive issues tactfully and diplomatically.	**E**	**A/I**
Adapt to change and the introduction of new working practices.	**E**	**A/I/R**
Develop strategies for creating links with the community and external organisations.	**D**	**A/I**
Experience		
Delivering student-centred learning in chosen subject(s) at Key Stage 3 & 4.	**E**	**A/I**
Planning, designing and delivering schemes of work to national exam board/course specifications.	**E**	**A/I/L**
Delivering lessons using ICT and multi- media, including interactive SMART boards.	**E**	**A**
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	**E**	**A/I**
Commitment to equality and diversity in the workplace.	**E**	**A**
Adhere to GDPR guidelines and the Academy's internal procedures.	**E**	**A**
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	**E**	**A/I**
Adhere to TDET's Health and Safety policy and procedures.	**E**	**A**

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References