

# BRAMPTON MANOR ACADEMY

## GENERIC JOB DESCRIPTION

### 1. INTRODUCTION

**1.1 NAME OF POST HOLDER:**

**1.2 Post Title:** **Main/Upper Pay Range**

**1.3 Post Purpose:** Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) and relevant Academy Trust policies and contract of employment.

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.

**1.4 Reporting to:** Head of Department

**1.5 Responsible for:** The provision of a full learning experience and support for students.

**1.6 Liaising with:** Principal, Leadership Team, teachers and support staff, external agencies and parents.

**1.7 Working Time:** Full time as specified within the STPCD and contract of employment

**1.8 Salary/Grade:** Brampton Manor Trust Main/Upper Pay Range

**1.9 Disclosure level** Enhanced

## **2. TEACHING**

- 2.1** 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.
- 2.2** To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.3** To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.4** To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- 2.5** To undertake a designated programme of teaching.
- 2.6** To ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7** To prepare and update subject materials/resources.
- 2.8** To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9** 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.
- 2.10** To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.11** To mark, grade and give written/verbal and diagnostic feedback as required and in line with the school's teaching, learning and assessment policy.

## **3. OPERATIONAL/ STRATEGIC PLANNING:**

- 3.1** To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.
- 3.2** To contribute actively to the evaluation of the department's development plan and self-evaluation.
- 3.3** To plan and prepare lessons in line with the school's policy.
- 3.4** To contribute to the whole school's planning activities.

## **4. CURRICULUM PROVISION:**

- 4.1** To assist the Head of Department and other post holders, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

## **5. CURRICULUM DEVELOPMENT:**

- 5.1** 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 Mission and Strategic Objectives.

## **6. STAFFING:**

- 6.1** To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 6.2** To continue personal development in the relevant areas including subject knowledge and teaching methods.

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- 6.3 To engage actively in the Performance Management Review process.
  - 6.4 To ensure the effective/efficient deployment of classroom support.
  - 6.5 To work as a member of a designated team and to contribute positively to effective working relations within the school.

#### **7. QUALITY ASSURANCE:**

- 7.1 To help to implement school quality procedures and to adhere to those.
- 7.2 To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- 7.3 To review from time to time methods of teaching and programmes of work.
- 7.4 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.

#### **8. MANAGEMENT INFORMATION:**

- 8.1 To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- 8.2 To complete the relevant documentation to assist in the tracking of students.
- 8.3 To track student progress and use information to inform teaching and learning.

#### **9. COMMUNICATIONS & LIAISON:**

- 9.1 To communicate effectively with the parents of students as appropriate.
- 9.2 Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- 9.3 To follow agreed policies for communications in the school.
- 9.4 To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- 9.5 To contribute to the development of effective subject links with external agencies.

#### **10. MANAGEMENT OF RESOURCES:**

- 10.1 To contribute to the process of the ordering and allocation of equipment and materials.
- 10.2 To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 10.3 To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

#### **11. PASTORAL SYSTEM:**

- 11.1 To be a Form Tutor to an assigned group of students.

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- 11.2** To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
  - 11.3** To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
  - 11.4** To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
  - 11.5** To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
  - 11.6** To comply fully with the school's child protection and safeguarding policy and take appropriate steps to safeguard the safety and wellbeing of the students.
  - 11.7** To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
  - 11.8** 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
  - 11.9** To contribute to the teaching of PSHE and citizenship and play an active role in promoting the fundamental British values.
  - 11.10** To apply the school's behaviour policy fully and consistently so that effective learning can take place in all lessons.

## **12. SCHOOL ETHOS:**

- 12.1** To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- 12.2** To support the school in meeting all its legal obligations especially in relation to promoting fundamental British values, preventing radicalisation and all forms of extremism and child sexual exploitation, including protecting students at risk of FGM.
- 12.3** To actively promote the school's corporate policies.
- 12.4** To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

This job description does not form part of any employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.



**January 2018**

# BRAMPTON MANOR ACADEMY

## Person Specification – Teacher (Main/Upper Pay Range)

### Qualifications

- Good GCSE and 'A' level Grades
- Good Honours Degree
- PGCE/QTS desirable

### Experience

- Excellent classroom practitioner
- Able to teach all aspects of the subject to GCSE /A level
- Strong and proven track record of public examination success (*for experienced main/upper pay range applicants*)
- Awareness of strategies available for improving the learning and achievement of all students
- A good understanding of curriculum developments in the subject
- Setting targets for own work and reviewing progress / outcomes

### Skills

- Ability to use a range of teaching and learning strategies
- Excellent subject knowledge
- Knowledge of current developments and issues in their subjects
- Knowledge and/or experience of how to safeguard the wellbeing of students, including a sound grasp of the statutory guidance '*keeping children safe in education*'
- Ability to use student level data to raise standards
- Ability to work independently and collaboratively as a member of a team
- Creative in problem solving together with willingness to take on and try new approaches and ideas
- Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues
- Ability to communicate both orally and in writing to students and their parents

### Other

- Enhanced DBS, Barred List, Overseas and Teacher Prohibition checks – all clean
- Willing to participate in extra-curricular activities and whole school activities
- Willingness to actively promote fundamental British values, including pro-actively taking steps to prevent all forms of radicalisation, extremism and child sexual exploitation, including FGM.
- A capacity for hard work and a good sense of humour
- Excellent attendance and punctuality record