

## Job Description

Establishment: Farnborough Academy
Post Title: Teacher
Grade/Pay Range: MPS/UPS
Hours/weeks: Full time
Reporting to: Head of Faculty
Department/Team: English Faculty

### Overall Purpose of Post

To meet all requirements as appropriate of the Teachers' Standards in addition to the specific duties and responsibilities outlined below based on experience and skills:

To raise standards of student progress.

To use student progress data to inform curriculum planning, interventions and teaching & learning priorities.

To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the Academy

To develop and enhance the teaching practice of others through collegiate and developmental working relationships.

### Main Duties and Responsibilities

#### Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- To contribute to the curriculum area and subject area's Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole Academy's planning activities.
- To teach students according to their educational needs, including the setting and marking or work to be carried out by the student in the Academy 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 and Numeracy are reflected in the teaching/learning experience of students where appropriate.
- 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 learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy'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, subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as outlined in the Academy Marking, Feedback, Assessment and Reporting Policy.

**Quality Assurance:**

- To help ensure the effective operation of quality control systems.
- To be involved in the process of setting targets within the subject area and to work towards their achievement.
- To help establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in all subject areas within the subject area.
- To contribute to the Academy's procedures for lesson observations and feedback.
- To implement Academy quality procedures and to ensure adherence to those within the subject area.
- To help monitor and evaluate the subject area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the subject area's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

**Pastoral System**

- To be a Tutor to an assigned group of students. Tutors should track and monitor student behaviour and uniform, attendance and punctuality and consequently work with Heads of Year to plan and deliver interventions where a cause for concern is flagged. Tutors should also plan activities that enable students to develop life-long learning schools in a positive and mature manner.
- To promote the general progress and well-being of individual students and of the Tutor group as a whole.
- To promote the development of positive role models by utilising KS4 students to mentor and set good examples to KS3 students.
- To communicate with parents, monitoring the progress of the students, and developing students organisational and planning skills.
- To liaise with the Head of Year regarding the implementation of the Academy's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and in their participation in other aspects of Academy life.
- external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

**Management Information**

To maintain appropriate records and provide relevant accurate and up-to-date information for MIS registers etc.

- To make use of analysis and evaluate performance data provided to inform teaching and learning.
- To assist in producing reports within the quality assurance cycle for the subject area.
- To produce reports on examination performance for the relevant course including the use of value-added data.
- To assist in managing the subject area's collection of data.

#### **Communications**

- To ensure effective communication/consultation as appropriate with the parents of students.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

#### **Marketing and Liaison**

- 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.

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training and development needs and the needs of the service.

#### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Graduate with a good degree in relevant subject area(s).	*	
QTS qualification	*	
Successful NQT year	*	
Experience leading, implementing and measuring impact of departmental strategies.	*	
Experience teaching Key Stage 3	*	
Experience teaching Key Stage 4	*	
<b>Knowledge and skills</b>		
Thorough knowledge of subject area	*	
Understanding of the requirements of the National Curriculum	*	
Thorough understanding of current and future school accountability framework	*	
To be an advocate for young people of all ages and backgrounds. To lead by example to both students and staff, demonstrating a professional attitude to work at all times.	*	
To demonstrate a meticulous approach to monitoring standards in own classes and across KS3 in the relevant subject(s). Ambitious, self-motivated and reflective practitioner.	*	
Dedicated professional, passionate about education and committed to providing the best opportunities for all young people.	*	
Capable of working collaboratively with colleagues within department and across the Academy	*	
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	*	
A diplomatic and patient approach	*	
Initiative and ability to prioritise own work and that of others to meet deadlines	*	
Efficient and meticulous in organisation	*	
Able to follow direction and work in collaboration with the leadership team	*	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	*	
Ability to evaluate own development needs and those of others and to address them	*	
Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety	*	
Commitment to the Trust's ethos, aims and whole community.	*	