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| **JOB DESCRIPTION** | |
| **Job details** | |
| **Post Title** | Unit Teacher |
| **Responsible to** | Unit Manager |
| **Purpose of the Job** | |
| **Objectives**  Teachers will be responsible for the academic outcomes of the students they teach. High quality teaching and high expectations are at the heart of Brooke Weston and all teachers will be expected to develop exemplary practice which supports the ethos, values and vision and contributes to the overall life and work of the Academy. Teachers will also be expected to promote and develop social, moral and physical aptitudes in their students and to provide advice and guidance where necessary.  **Learning and Teaching Role**   * Plan and prepare schemes of work and develop supporting resources to meet student need. * Provide relevant and purposeful learning opportunities which are differentiated for students of all abilities. * Ensure that lessons and resources are well planned and delivered in accordance with student need. Relevant Trust policies e.g. teaching and learning, curriculum and assessment are adapted within the Unit. * Arrange and promote relevant subject activities which will enhance the learning and motivation of students.   **Assessment and Reporting**   * Utilise a range of formative and summative assessment techniques to monitor student progress. * Mark students work regularly providing clear feedback for improvement. * Participate in preparing students for public examinations including the accurate assessment of students and the recording and reporting of such assessments. * At KS3 use B Squared Progression Steps and KS4/5 Steps-4-Life to enter student assessment data and monitor the progress and attainment of students in your classes. * Complete student reports three times per year (two reports for parents and an annual review)   **Monitoring and Review**   * Contribute to the review and development of the curriculum including the development of programmes of study, teaching materials and the refinement of teaching methods. * Participate in the annual Academy review. * Participate in the review, development and management of activities relating to the curriculum, organisation and student care arrangements in the Academy.   **Liaison Role**   * Communicate and consult with parents of students in relation to their academic, social and emotional progress. * Attend parents’ consultation meetings for the classes for which you have responsibility including Annual Reviews. * Co-operate with other members of staff in the department and Academy and wider professionals e.g. SALT, OT, Physio.   **Student Care Role**   * Promote and develop positive relationships with students and celebrate success. * Undertake the role of tutor monitoring and supporting the development of the students in your base group. * Take responsibility for the overall academic performance of students in the tutor group against individual EHCP areas of development and Academy targets. * Lead annual reviews for students; set small step targets in line with student needs and areas for development. Review these three times per year. * Complete an annual tutor report.   **Management and Administration**   * Participate in administrative and organisational tasks as required by the role. * Keep records   **Training and Development**  Teachers will be supported in their individual professional development through the performance management process and by attendance at whole Academy training days.  **Other Duties**  Undertake any other duties as deemed appropriate by the Principal. | |
| **Collegiate Responsibility** | |
| In addition to the specific responsibilities of this post, every member of staff at Corby Business Academy will commit to :   * *Providing a courteous and efficient service to students at all time* * *Using their influence with other staff and students to promote high standards of behaviour and order within the school* * *Working to maintain the school at the forefront of educational practice* * *Fostering and sustaining a culture of independence and creativity in all aspects of the school’s operation* | |
| **Performance Management** | |
| All staff will participate in Corby Business Academy’s Performance Management Review scheme as outlined in the School’s pay and CPD policies. | |
| **Role Review** | |
| This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal’s approval. | |

***Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.***