

<b>Faculty/Department</b>	
<b>Job Title:</b>	<b>Teacher</b>
<b>Grade:</b>	TMS-UPS
<b>Post Purpose:</b>	<ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>To monitor and support the overall progress and development of students as a teacher/Form Tutor.</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>To contribute to raising standards of student's attainment.</li> <li>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Accountable to:</b>	Director/Team Leader
<b>Duties, Responsibilities and Key Tasks:</b>	<p><b>Operational/ Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies within the Curriculum Team.</li> <li>To contribute to the Curriculum Team's development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to the whole school's planning activities.</li> </ul> <p><b>Curriculum Provision:</b></p> <ul style="list-style-type: none"> <li>To assist the Director to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul> <p><b>Curriculum Development:</b></p> <ul style="list-style-type: none"> <li>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 aims and development plan.</li> </ul> <p><b>Staff Development:</b></p> <ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the Performance Management Review process.</li> <li>To ensure the effective/efficient deployment of classroom support.</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>

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**School Standards:**

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

**Management Information:**

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

**Communication:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

**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.

**Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Director to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, team and the students.

**Student Support:**

- To be a form tutor (if necessary) to an assigned group of students.
  - To promote the general progress and well-being of individual students and of the form group as a whole.
  - To liaise with the Heads of Year to ensure the implementation of the school's student support.
  - To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
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	<ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of action plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• 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.</li> <li>• To contribute to PSHE and citizenship and enterprise according to school policy.</li> <li>• To apply the Behaviour for Learning system so that effective learning can take place.</li> </ul> <p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• 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.</li> <li>• To undertake assessment of students as requested by external examination bodies, team and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Routine Tasks</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, including extra-curricular contribution, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>• Some working flexibility will be required to meet the demands of this post.</li> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> <li>• To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.</li> <li>• To contribute to whole School and Trust events as and when required.</li> <li>• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li> <li>• To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.</li> </ul>

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.**

## PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
<b>Qualifications</b>		
QTS	E	A
Suitably qualified candidate in a related discipline	E	A
<b>Knowledge and experience</b>		
Experience of working with students aged 11-16 within an education setting	E	A/I
Experience of Teaching A Level	D	A/I
Ability to assimilate school and team policies and contribute towards their development	E	A/I
Commitment to raising attainment for all learners	E	A/I
<b>Skills</b>		
Excellent classroom practitioner	E	A
Excellent IT skills, including microsoft office, Teams, etc	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised and able to effectively prioritise	E	I
<b>Personal attributes</b>		
Good interpersonal skills	E	A
Ability to work effectively even when under pressure	E	A/R/I
Ability to meet deadlines	E	A/R/I
High standard of communication skills	E	A
Commitment to secondary education	E	A
Demonstrate and adhere to 5 Dimensions core values	E	A/I
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date .....

Signature