

## JOB DESCRIPTION

### Job Details

<b>Post Title</b>	<b>Teacher of Art and Photography (Maternity Leave)</b>
<b>Responsible to</b>	<b>Head of Department</b>

### Purpose of job

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.

### Responsibilities

#### Objectives

Teachers are responsible for the following activities:

#### Learning and Teaching Role

- Plan and prepare schemes of work and develop supporting resources.
- 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 relevant Trust policies e.g. teaching and learning, curriculum and assessment.
- 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 targets for improvement.
- Participate in preparing students for public examinations including the accurate assessment of students and the recording and reporting of such assessments.
- Provide a termly report on the progress and attainment of students in your classes.

#### 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 progress and any behavioural concerns.
- Attend parents' consultation meetings for the classes for which you have responsibility.
- Co-operate with other members of staff in the department and Academy.

### **Student Care Role**

- Promote and develop positive relationships with students
- Undertake the role of tutor monitoring and supporting the development of the students in your tutor group.
- Take responsibility for the overall academic performance of students in the tutor group against Academy targets.
- Draft an annual tutor report.

### **Management and Administration**

- Participate in administrative and organisational tasks as required by the role.
- Attendance at assemblies and tutor time.

### **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.

### **Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such the Teacher of Art and Photography will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### **Student Care Role**

- The Teacher of Art and Photography will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the **Teacher** is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Teacher of Art and Photography will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Teacher of Art and Photography is employed for 32.5 hours per week for 52 weeks per year.

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ Working to maintain the Academy at the forefront of educational practice.
- ✓ Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation.

### **Performance Management**

The Teacher of Art and Photography will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

The Teacher of Art and Photography will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **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.