

Job Description

Post Title:	Teacher
Location:	George Spencer Academy
Salary/Pay Range:	Main Pay Scale / Upper Pay Scale
Reporting to:	Curriculum Leader

Purpose of Role

This role is for a teaching role within our very successful academy with an 'Ethos of Excellence'. The ideal candidate will be able to operate within a dynamic and forward-thinking curriculum team who are focused on developing exciting and engaging learning experiences for students across the 11-18 age range.

Main Duties and Responsibilities

Working as part of this important team the post holder will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Planning, teaching and class management

- ensure coverage of programmes of study / specifications taught in line with curriculum maps;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure learning takes place and students are rewarded or sanctioned appropriately;
- use a variety of teaching methods to:
 - *match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;*
 - *use effective questioning, listen carefully to students, give attention to errors and misconceptions;*
 - *select appropriate learning resources and develop study skills through library, I.C.T. and other sources;*
- ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;
- encourage students to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.

Monitoring, assessment, recording, reporting

- assess how well learning outcomes have been achieved and use them to improve specific aspects of teaching;
- check for understanding through marking and monitoring student work and setting targets for progress;
- assess and record student progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;

Other professional requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every student the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents.

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 Academy policies including in particular Health and Safety and Safeguarding;
- Participate in the Academy Appraisal process and undertake professional development;
- 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 may be required to carry out other duties as required by the Trust.

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

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.

Name of Postholder:
Signature:
Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Relevant Subject Degree or a related subject	*	
DfE recognised teaching qualification such as a PGCE or equivalent	*	
Recent and relevant experience of teaching	*	
Knowledge and skills		
Knowledge of the Secondary Curriculum	*	
A working knowledge of ICT in a classroom environment and the use of ICT as a curriculum tool to improve standards	*	
Knowledge of recent initiatives and issues in education	*	
The ability to inspire, motivate and challenge students	*	
The ability to plan and teach well-structured lessons which achieve outcomes which are at least good and are often outstanding	*	
The ability to meet targets for the students in your assigned classes	*	
The ability to work closely with a team of teaching colleagues in your faculty to prepare, resource and teach your subject	*	
The ability to communicate effectively with students, parents and colleagues showing respect for others and professionalism at all times	*	
The ability to adapt teaching to respond to the strengths and needs of all students	*	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	*	
Energy and enthusiasm, friendly and positive attitude	*	
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	*	
A commitment to on-going personal development and willingness to undertake appropriate training	*	
Good record of attendance and punctuality	*	
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	*	
Developing trusting relationships with students, parents and staff	*	
Not barred from working with children	*	
Commitment to the Trust's ethos, aims and whole community	*	