

TEACHER

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Job Title: Teacher

Salary Range: MPS/UPS

Responsible to: Head of Faculty

VISION AND PURPOSE

- To liaise with colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
- Provide high quality teaching throughout the Academy, as required.
- Raise student attainment.
- To maximise the learning experiences and achievement of students in assigned classes.
- Monitor and report on student progress.
- Contribute to the activities of designated curriculum areas.
- Undertake the role of form tutor, as required.
- To ensure that the federation of Ormiston Academies is always presented positively within and beyond the Academy.

ACCOUNTABLE FOR

- Teach assigned students, ensuring a high quality learning experience for all which meets external and internal standards.
- Plan and prepare courses and lessons in compliance with team policies, National Curriculum and external syllabus requirements.
- Initiate any necessary interventions to enable students to progress, including where relevant operating in line with a student's Individual Education Plan.
- Maintain student records through the Academy's assessment procedures and use the records to inform teaching.
- To provide moderated assessment information as required to the central database for reporting to parents.

- Liaise with other staff involved with the assigned students, to ensure effective provision e.g. co-teachers, associate support staff, trainee teachers.
- Assist in the development of syllabuses, resources, schemes of work, policies and teaching strategies.
- Contribute to the Academy and faculty improvement plan and its implementation.
- Meet Performance Management team leader to set and review appropriate objectives in line with personal, professional Academy priorities.
- Work actively as a member of designated team(s).
- Contribute to the Academy's quality assurance programme.
- Meet Performance Management team leader to set and review appropriate objectives in line with personal, professional Academy priorities.
- Work actively as a member of a designated team (s).
- Contribute to the Academy's quality assurance programme.
- Communicate effectively with parents when required.

All staff are expected to:

- continue personal professional development and engage actively in the PM process.
- actively promote and follow the Academy's policies and procedures.
- comply with any reasonable request from the Principal or other Academy leader to undertake work of a similar level that is not specified in this job description.
- play a full part in the life of the Academy and support its vision and ethos.

Other specific duties

- Be a PL Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the PL group as a whole.
- Liaise with Academic and Pastoral Leaders to ensure implementation of the Academy's pastoral system, for example strategies to promote attendance, participation in other aspects of Academy life, behaviour for learning, rewards, effective registration and assemblies.

- Implement and deliver agreed learning activity programme(s) for PL time.
- Undertaking any other professional duties of the Principal which are reasonably delegated to her/him by the Principal or Board of Governors.

PERFORMANCE MANAGEMENT:

- Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

GENERAL RESPONSIBILITIES:

- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

CONTEXT:

- All support staff are part of a whole academy team. They are required to support the values and ethos of the school and school priorities as defined in the School Evaluation Framework and contribute to the development of a purposeful working atmosphere. They are required to support and follow all relevant school policies including those for behaviour management and child protection. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

***The applicant will be required to safeguard and promote
the welfare of children and young people.***

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Leadership.

PERSON SPECIFICATION

Teacher

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Qualifications, Experience and Professional Development

| | Essential (E) Desirable (D) | Application (A) Interview (I) Reference (R) |
|---|--------------------------------------|--|
| <p>Experience in an 11-18 or 11-16 Academy/School</p> <ul style="list-style-type: none"> ▪ Relevant successful teaching experience in comprehensive education. ▪ Experience of teaching. ▪ Successful experience of planning for implementation of and impact on Academy improvement, including self-evaluation. ▪ Experience of raising standards and performance. | | |
| <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Qualified teacher status. ▪ Evidence of continuing professional development. | | |
| <p>Knowledge and Skills</p> <ul style="list-style-type: none"> ▪ Knowledge of up to date educational policies and developments. ▪ Experience/knowledge of how children learn with evidence to show how this can be effectively translated into classroom practice. ▪ The ability to asset up appropriate intervention strategies. ▪ An excellent classroom practitioner. ▪ Understanding of the monitoring and evaluation processes and their impact on learning and teaching. ▪ Outstanding inter-personal and communication skills. ▪ The ability to manage change. ▪ Demonstrate knowledge of equal opportunity and how equality issues can be addressed throughout the Academy. ▪ An understanding of and commitment to e-learning. ▪ Knowledge and understanding, and significant experience in using data to inform learning teaching. | | |

Personal Qualities

A willingness to work closely with other staff in promoting a corporate responsibility for student discipline. The confidence to challenge factors which might undermine the Academy's performance. The commitment to continue to develop collaborative links with other Ormiston Academies and partners. A willingness to work collaboratively with staff and to support them sensitively and effectively. The desire to lead by example and a willingness to participate in the high profile management style adopted by the Academy.

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[B] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than three A4 pages and a maximum of 2000 words. C.V's will not be considered.

[C] Confidential References and Reports

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|---|---|
| Strong recommendation from all referees, including current employer | E |
| Satisfactory health and attendance record | E |

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