

Job Outline

Teacher of Citizenship (maternity cover)

Responsible to:	Head of Faculty
Salary Grade:	Main Pay Scale or Upper Pay Scale
Full/part time:	Full time
Permanent/temporary:	Up to 1 year contract to cover a period of maternity leave

Colne Community School is looking to recruit a dedicated Citizenship Teacher to join our Humanities Faculty to deliver high quality lessons and support to our students as well as engaging with our school community to cover for a period of maternity leave.

Job Purpose

To be an effective professional who demonstrates thorough curriculum knowledge, that they can teach and assess effectively, take responsibility for professional development and raise student achievement.

Key Responsibilities

- Be fully qualified to teach through the secondary age range;
- To be responsible for promoting and safeguarding the welfare of children and young people in the school;
- To be responsible for the Health and Safety of the areas in which you work, as per the Health and Safety Policy;
- Inspire trust and confidence in students and colleagues;
- Build team commitment with colleagues and in the classroom engage and motivate students;
- Demonstrate analytical thinking to improve the quality of students' learning;
- Contribute to school improvement planning and promote the learning priorities of the SIP;
- Use Assessment for Learning strategies to provide feedback to learners and engage them in their learning;
- Contribute to the development and implementation of school policies;
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Promote the wider aspirations and values of the school.

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- understanding and applying effective classroom management;
- understanding and applying a range of teaching strategies;
- positively targeting and supporting individual learning needs;
- maintaining high levels of behaviour and discipline;

- effectively using homework and other extra-curricular learning opportunities;
- demonstrating appropriate consistent progress in relation to student achievement;
- effectively managing other adults in the classroom.

Monitoring, Assessment, Recording, Reporting

- Use performance data to evaluate learners' progress and set appropriate targets for improvement;
- Use assessment to inform planning and teaching and ensure students are working towards achieving their targets;
- Report on progress to all stakeholders.

Pastoral Duties

- Be a form tutor to an assigned group of students;
- Promote the general progress and wellbeing of individual students and of the Tutor Group as a whole;
- Liaise with the Year Leader to ensure the implementation of the school's pastoral system;
- Register students (in form time and every lesson), accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- Contribute to the preparation of plans and other reports to support students' progress;
- Alert appropriate staff to problems experienced by students and understand safeguarding and reporting procedures;
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- As a form tutor, contribute to the delivery of the tutor programme.

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;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Communicate learning objectives;
- Undertake professional development to enhance teaching and students' learning, apply outcomes, identify impact and share outcomes with colleagues;
- Take responsibility for professional learning.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

This Job Description is not exhaustive and you may be asked to do other duties by the Executive Headteacher/Head of School.