



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Teaching Fellow -
English

St Ivo Academy

ROLE SPECIFICATION

Academy / Department	St Ivo Academy
Post title	Teaching Fellow - English
Responsible to	Head of Department
Full time Salary	UQ1-UQ6 £22,736 - £35,956
Pro-Rata Actual Salary	N/A
Working Pattern	Full Time, One Year Fixed Term
Pension	Teachers' Pension
Working Hours	As academy directed time budget
Line Management Responsibility	No

ROLE SUMMARY

The Teaching Fellow is required to compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Facilitating and encouraging a learning experience which provides students with the opportunity to achieve their individual potential, contributing to raising standards of student attainment and supporting the work of classroom teachers and the students under their supervision.

KEY RESPONSIBILITIES

- ★* Provide in-class support for teaching and learning
- ★* Be an excellent role model who actively promotes the skills, attributes and behaviour important in a classroom
- ★* Planning and preparing lessons and courses for individuals/groups or whole classes
- ★* Delivering lessons to individuals/groups or whole classes
- ★* Assessing the development, progress and attainment of students
- ★* Reporting on the development, progress and attainment of students
- ★* Attend CPD in order to further advance professional development
- ★* Provide a safe, thriving, and respectful environment for all students in the classroom
- ★* Contribute to reports on student progress
- ★* Contribute to behaviour management within the Academy, in accordance with Academy policies
- ★* Provide feedback on learning activities and contribute to Academy review and development planning
- ★* During unallocated periods, observe teachers, support colleagues or undertake other work with individuals or groups of students as allocated by the line manager, a member of the Senior Leadership Team or Principal
- ★* Contribute to, as appropriate, reports on students' behaviour management
- ★* Feedback on departmental practices
- ★* Establish and maintain supportive relationships with individual students, small groups and parents/carers

- ★* Encourage and promote inclusion in the classroom, ensuring all students feel involved with tasks and activities
- ★* All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★* All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★* All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- ★* This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Working towards/achieved a degree in English or a closely related subject area, having commenced studies prior to offer	•	
Evidence of professional development in teaching and learning		•
Experience		
Experience of delivering teaching, lectures or training sessions	•	
Experience of supporting student learning and progression	•	
Experience in planning and preparing teaching materials		•
Knowledge		
Knowledge of effective teaching and learning strategies		•
An understanding and commitment to the protection and safeguarding of children and young people	•	
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
High level of IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	

Willingness to undertake a recognised initial teacher training programme	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility	

for the academy?	
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APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org