



### JOB DESCRIPTION

<b>TITLE OF POST:</b>	Teacher
<b>REPORTING TO:</b>	Head of Faculty
<b>RESPONSIBLE FOR:</b>	To plan and deliver exciting learning opportunities to enable students to make maximum progress in the Communications Faculty
<b>SALARY:</b>	Main/Upper Pay Scale
<b>HOURS:</b>	Full Time

#### DUTIES

##### **Purpose of Role**

To work collaboratively to create, maintain, develop and evaluate the conditions which enable students and teachers to achieve effective learning.

##### **Managing Learning**

To plan and teach as part of a team, preparing, monitoring and evaluating lessons, courses, schemes of work, assessment tools and resources.

To ensure that students feel safe and secure and are willing to take risks in their learning in order to maximise potential.

To teach, according to their educational and emotional needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in college and elsewhere.

To assess, record and report on the development, progress and attainment of students of all abilities and contribute to individual and team target setting.

To differentiate work to enable all students to access the material and make good progress.

To continue to develop as a Teacher and to share best practice with colleagues.

To further develop opportunities for students to take responsibility for their learning and to be active partners in their own development.

To provide guidance and advice to students on educational and social matters and on their further education and future careers.

To keep appropriate records and monitor student's attendance to lessons.

##### **Teaching, Learning and Assessment**

To ensure high quality Teaching, Learning and Assessment for all students, encouraging staff, through coaching, to develop and innovate in line with evidence based research as to what constitutes the best practice.

#### **ASPIRE**

ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE

To ensure planning effectively meets the individual needs of students in their classes and that resources are matched to students needs in order to enable all to make maximum progress.

To ensure that student's work is regularly and accurately marked and provide quality feedback.

To ensure that students experience fair and consistent treatment in all lessons.

### **Managing People**

To be well prepared for Performance Management and to use PM and other review outcomes to continue professional development and to improve the achievement of students.

To share best practice with colleagues and contribute to team and college development.

To implement the Code of Conduct and ensure that at all times the Health & Safety of students is safeguarded and that the atmosphere of your teaching area, and when engaged in off-site activities, is conducive for all students to achieve effective learning.

To communicate and consult with the parents of students and relevant external agencies as appropriate and in consultation with Faculty Leaders and House Progress Leaders.

### **Learner Journey**

To liaise and communicate with staff across the college to ensure that support is in place to allow students to make excellent progress on their courses.

To support the Head of Faculty in the delivery of high quality additional learning support for students across the college, helping to close identified skills gaps and maximise attainment, achievement and success on all courses.

To set high expectations for student behaviour and discipline and to enforce college rules, using disciplinary sanctions and positive reinforcement appropriately.

To maintain excellent and up to date knowledge of the Programmes of Study, providing good quality initial advice and guidance to students, ensuring they are on the right study programme to help them succeed and achieve their goals.

### **Managing Policy**

To contribute to the Faculty Improvement Plan.

To implement, evaluate and contribute to the development of all college and curriculum area policies

To actively participate in Faculty meetings and other team and whole college development activities.

### **Managing Resources**

To ensure that the working environment enriches student's learning.

To assist in the evaluation, development and ordering of appropriate resources.

To ensure that students take care of and return books and equipment.

To continue to develop ICT as a learning and management tool within college and curriculum frameworks.

**Additional Duties**

To be a Form Tutor for a designated group of students.

To promote the House ethos for the designated tutor group.

To provide pastoral support for tutees.

To foster strong home college links with parents/carers.

Any other duties deemed reasonable and necessary by the Principal.



## PERSON SPECIFICATION

**POST:** Teacher

We wish to appoint a candidate who can closely match the following criteria:

	<b>Employee Attributes</b>
<b>1</b>	<b>Academic</b>
1.1	Possession of a relevant degree or equivalent.
1.2	Evidence of recent relevant professional training.
1.3	Teacher trained (QTS/QTLS or PGCE).
1.4	Literacy and numeracy L2 (GCSE A*-C).
<b>2</b>	<b>Teaching Experience</b>
2.1	Ability to demonstrate strategic and operational vision to ensure student progress.
2.2	Ability to co-ordinate a range of activities and achieve deadlines.
2.3	A proven track record of having contributed to high quality achievement of students.
2.4	Proven experience of delivering high standards whilst undergoing change.
2.5	Experience of operational planning and monitoring of performance to set targets and planned outcomes for students.
2.6	Ability to motivate and lead students and undertake rigorous self-assessment and quality improvements in own teaching.
2.7	Good management of resources.
2.8	Ability to make effective presentations to both large and small groups.
2.9	Ability to undertake Faculty initiatives and projects.
<b>3.</b>	<b>Curriculum and Quality/Learner Journey</b>
3.1	Experience of effectively managing students to achieve high standards of curriculum delivery outcomes.

3.2	Experience of improving student outcomes and improving rates of progress at both KS3 and KS4.
3.3	Proven successful curriculum innovation.
3.4	Successful experience in supporting learners' additional needs.
3.5	A demonstrable understanding of curriculum developments.
3.6	Experience of working with awarding bodies.
3.7	A commitment to placing learners at the centre of the Faculty practice.
3.8	An understanding of current developments in the Primary sector, especially in relation to Study Programmes.
3.9	Effective skills in the interpretation and use of data to inform Teaching and Learning discussions and drive quality improvements.
<b>4.</b>	<b>General</b>
4.1	Well-developed written and oral communication skills.
4.2	Proficient in the use of IT appropriate to this post.
4.3	A proven record of achievement and initiative.
4.4	A commitment to the values and ethos of team work.
4.5	A commitment to equal opportunities.
4.6	A record of high achievement as a Teacher.
4.7	An ability to teach a subject (or subjects) within the team.
4.8	Experience of being a Form Tutor.
<b>5.</b>	<b>Pay Related Responsibilities</b>
5.1	As a main scale teacher, you will be required to take a lead of elements within your faculty to raise outcomes for all students.
5.2	As a lower UPS teacher, you will be required to work across faculties on an area linked to the College Improvement Plan.
5.3	As a higher UPS teacher, you will be required to take the lead on a whole college initiative linked to the College Improvement Plan.