

Teacher of IT and Business Studies

Role:	Teacher of IT and Business Studies
Location:	Ashford, Kent
Salary:	UL Academy Teacher Pay Scale (Possible TLR)
Contract type:	Full Time
Contract Term:	Permanent
Start date:	September 2026

Responsibilities:

In addition to the requirements of being a form tutor, areas of responsibility and key tasks will be:

A. Strategic Direction and Development of Curriculum Provision in the School

1. Contribute to a positive ethos in which all students have access to a broad, balanced and relevant curriculum;
2. Analyse and interpret relevant school, local and national data relating to the classes they teach and advise the line manager on the level of resources required to maximise achievement;
3. Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within the classes they teach;

B. Teaching and Learning

1. Develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline;
2. Support the identification of, and provision for students with additional educational needs within the classes they teach;
3. Regularly monitor progress of students within the classes they teach which is then reflected in teaching plans;
4. Regularly evaluate the effectiveness of their teaching and learning as part of the performance management process;
5. Ensure setting of realistic and challenging expectations of students in the classes they teach;
6. Liaise effectively with staff to ensure the successful transition of students through the school;
7. Contribute fully to meetings, discussions and management systems necessary to co-ordinate the work of the School as a whole.

C. Relationships with Staff

1. Achieve constructive working relationships with all staff;
2. Direct, organise and manage the work of support staff within the classes they teach;
3. Provide regular information to the line manager on student progress.

D. General



Principal: Mr Jon Rutland

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1. Promote the School's mission, aims, values, ethos, behaviour policy, and other policies;
2. Perform the role of form tutor and carry out its attendant responsibilities;
3. Contribute to the School's mentoring programme;
4. Participate in the designated guidance and direction of students, including progress reviews and target setting meetings;
5. Contribute to the delivery of the tutor programme
6. Attend assemblies, designated School functions (such as parents evenings, prize evening etc.) and register the attendance of students;
7. Provide cover according to the terms of the nationally agreed framework;
8. Contribute to the School's complementary curriculum by fully participating in the delivery of the enrichment programme.
9. Take on any additional responsibilities which might, from time to time, be determined.

GENERAL MATTERS:

To assist in such duties and activities relating to the general functioning of the School as the Principal and Local Governing Body shall, from time to time, reasonably require.

Explanatory Notes

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.

This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.



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