



Teacher of Business and IT Job Pack

**Teacher of Business and IT
required from 27th August 2019**

Full-time Permanent Contract

Salary dependent on experience





Are you a Business and IT Teacher who wants to teach.....

- in a school that is building KS5 provision in both Business and IT?
- In a strong and welcoming Business and IT team?
- in a school that has an average class size of 26?
- in an Ofsted 'good' school?
- in a school that consistently gets good results and has high aspirations?
- in an all girls environment up to KS4?

.....then this job vacancy is for you.



March 2019

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding in the field of Business and IT .

Teaching morale in the school is high as we are all working to the same vision namely:
'that all girls will make above expected progress in all subjects at all levels'

We have a culture of quality first teaching and high aspirations, which we use to show our girls that they can achieve. We believe all lessons should challenge, support and inspire girls to learn and be curious. The successful candidate must be able to support those who find the subject difficult whilst stretching the more able.

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn with very little disruption.

Some of our girls choose to come to us having passed the Dartford selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent and you will be an integral part of the team as a tutor.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving Team of incredible practitioners and will have the chance to teach across all Key Stages.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Anne Davis
Principal



OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

THE ROLE

We are looking for a passionate, reliable, inquisitive teacher of Business and IT who can see the infinite possibilities in all our girls, no matter what their current skill level.

Business is a well-established and highly successful subject at DSTC, as is IT. We are expanding our Business and IT provision at both Key Stages 4 and 5 due to demand from the students. You will join two existing teachers who are highly experienced and enthusiastic. Candidates who are also able to teach Computer Science to KS3 and/or 4 will be at a distinct advantage.

WHAT WE CAN OFFER YOU

Salary dependent on experience.

Additional Benefits:

- Free on-site parking
- Free refreshments
- Kent Reward Scheme
- Induction programme
- CPD days and a choice of CPD pathways
- Faculty Mentor if needed

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Lucy Jarvis (lucy.jarvis@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach. **Closing date for applications: Monday 1st April 2019 at 9.00am.**

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Lucy Jarvis on 01322 224309 or by email to lucy.jarvis@dstc.kent.sch.uk

JOB DESCRIPTION

KEY DUTIES, RESPONSIBILITIES and VALUES :

Teaching and Learning

- To plan lessons in accordance with departmental schemes of learning, national curriculum programmes of study and exam specifications (if applicable) and using prior levels of attainment.
- To maintain good classroom management by following the College's Behaviour and Rewards Policy and procedures.
- To provide a positive and purposeful working atmosphere that is conducive to learning.
- To issue rewards in accordance to the DSTC Star Reward system.
- To be responsible for the behaviour, uniform, attendance and punctuality and for all matters of student conduct within your classes.
- To provide appropriate stretch and challenge for all students and, in particular, designated Academically Most Able (AMA) students.
- To ensure tasks are differentiated/personalised (as appropriate) to ensure all students make above expected progress.
- To provide appropriate provision for vulnerable groups including personalised strategies.
- To be responsible for the planning, monitoring and evaluation of provision of teaching and learning within the classes you manage.
- To follow DSTC protocols for any absences and set appropriate cover work when needed.
- To set work when required for absent pupils.
- To be responsible for implementing Reading, Writing, Communication and Mathematics (RWCM) strategies in lessons.
- To be responsible for training and use of directed time as determined by your Line Manager.
- To be responsible for the physical environment of the College within your area.
- To participate, as appropriate, in meetings at the College which relate to the curriculum, administration or organisation of the College.
- To maintain an accurate register of attendance at all times.

Assessment, Recording and Reporting

- To keep appropriate records of students' work in accordance with departmental policies.
- To ensure accurate entry of data on the system and meeting the deadlines for entries.
- To be responsible for the tracking of student progress within your classes.
- To track, recognise and act on students achieving and under-achieving.
- To adhere to the College's Marking and Feedback Policy at all times.
- To mark and return work set, including homework, within an agreed and reasonable time.
- To carry out assessment programmes as agreed by the College or department.
- To complete student reports in line with College policy.
- To attend parents' evenings as required and keep parents informed about their child's progress and future targets.

JOB DESCRIPTION (continued)

Performance Management and Professional Development

- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To continue own professional development in the relevant areas including subject knowledge and teaching methods.
- To participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.

Safeguarding

- To be committed to safeguarding and promoting the welfare of all young people.
- To undertake annual safeguarding training.
- To report any safeguarding concerns to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL).
- To follow the principles of the DSTC Safeguarding Triangle.
- To adhere to the Staff Code of Conduct.

Pastoral

Responsibilities as a Form Tutor will include:

- To adhere to the Tutorial Programme as directed by the Raising Standards Leader.
- To attend assembly with your Form Group unless a dispensation has been given.
- To promote the general progress and well-being of individual students and of the Form Group as a whole.
- To build good relationships with your tutees so that they will look to you for support and advice.
- To help students with individual guidance as necessary.
- To report any issues of concern to the Pastoral Leader and Raising Standards Leader.
- To maintain an accurate register of attendance and do everything possible to encourage good attendance.
- To deal with other returns and requests for information about students in the Form Group as required.
- To implement the College Policy on personal appearance, uniform and behaviour of the students.
- To support in the monitoring of students who are on report in accordance to the behaviour policy.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.