

*"We provide as wide a framework in the sky as possible so that students and staff can fly.
This produces exciting, creative and innovative work from The Federation Family".*

Job Description

Name:

Post title: Teacher.

Primary location: White Cliffs Primary College for the Arts.

Reporting to: Principal and Assistant Principal.

Liaising with: Chief Executive Officer, Principal of School/College, Multi Academy Trust (DFA MAT) Leadership Team, School/College Leadership Team, Assistant Principals, teaching and support staff, external agencies, pupils and parents.

Responsibilities:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a Teacher/Form Tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment and behaviour.
- To share and support the College/School/DFA MAT's responsibility to provide and monitor opportunities for personal and academic growth.

Salary/grade: Salary: Main Scale - TBC

Working time: 32.5 hours per week. Term time plus development days.

Competencies: To exhibit and promote the following:

- Flexibility.
- Initiative.
- Confidence.
- Creating trust.
- Developing potential.
- Respect for others.
- Team working.
- Understanding others.
- Challenge and support.
- Drive for improvement.
- Impact and influence.
- Managing pupils.
- Passion for learning.

Operations/ strategic planning:	<ul style="list-style-type: none"> ▪ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. ▪ To contribute to the Curriculum Area and department's development plan and its implementation. ▪ To plan and prepare courses and lessons. ▪ To contribute to the whole College/School/DFA MAT's planning activities.
Curriculum provision:	To assist the Director of Department to ensure that the curriculum area provides a range of teaching which complements the College/School/DFA MAT's strategic objectives.
Curriculum development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the College/School/DFA MAT's Mission and Strategic Objectives.
Marketing and liaison:	<ul style="list-style-type: none"> ▪ To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools. ▪ To contribute to the development of effective subject links with external agencies.
Teaching:	<ul style="list-style-type: none"> ▪ To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in College/School/DFA MAT and elsewhere. ▪ To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. ▪ To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. ▪ To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching and learning experience of pupils. ▪ To undertake a designated programme of teaching. ▪ To ensure a high quality learning experience for pupils which meets internal and external quality standards. ▪ To prepare and update subject materials. ▪ To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum. ▪ To maintain discipline in accordance with the College/School/DFA MAT's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ▪ To undertake assessment of pupils as requested by external examination bodies, departmental and College/School/DFA MAT procedures. ▪ To mark, level and give written/verbal and diagnostic feedback as required.
Quality assurance:	<ul style="list-style-type: none"> ▪ To help to implement College/School/DFA MAT quality procedures and to adhere to those. ▪ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed College/School/DFA MAT procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. ▪ To review from time to time methods of teaching and programmes of work. ▪ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College/School/DFA MAT.
Pastoral system:	<ul style="list-style-type: none"> ▪ To be a Form Tutor to an assigned group of pupils. ▪ To promote the general progress and well-being of individual pupils and of the Tutor Group as a whole. ▪ To liaise with colleagues to ensure the implementation of the College/ School/DFA MAT's Pastoral System. ▪ To register pupils, accompany them to assemblies as appropriate, encourage their full

attendance at all lessons and their participation in other aspects of College/School/DFA MAT life.

- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of IEPs, Records of Achievement and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the College/School/DFA MAT concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and Enterprise according to College/School/DFA MAT policy.
- To apply the Behaviour Management systems so that effective learning can take place.

Management information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Director of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College/School/DFA MAT, department and the pupils.

Staff development:

- To take part in the College/School/DFA MAT's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relationships within the College/School/DFA MAT.

Welfare of children:

To have responsibility and commitment for safeguarding and promoting the welfare of children and young people that you are responsible for or come into contact with and to inform the DCPC of any child protection issues that may arise.

Other specific duties:

- Undertake such duties as may from time to time be reasonably assigned by the Chief Executive Officer operating within the provision of the School Teachers' Pay and Conditions of Employment.
- To play a full part in the life of the College/School/DFA MAT community, to support its distinctive mission and to encourage staff and pupils to follow this example.
- To promote actively the corporate policies and show loyalty to the College/School/DFA MAT.
- To continue personal development as agreed.
- To comply with the College/School/DFA MAT's Health and Safety policy and undertake risk assessments as appropriate.
- To support the College in meeting its legal requirements for worship.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate it may be subject to change or modification at any time after consultation.