

The Bourne Academy Job Description

TEACHER JOB DESCRIPTION 2020
FINOLA GILSON

The Bourne Academy Job Description

Title of Post: Teacher

Salary: MPS/UPS

Hours: Full time/Part time

Disclosure Level: Enhanced

Accountable to: Principal

Line Managed by: Director of Subject Area/Subject Leader

Line Management Responsibility: Teaching assistants and technicians (if appropriate)

Main Purpose:

- To raise Attainment and Achievement of all students through the subject
- To communicate to students, parents and staff your passion for the subject
- To implement and deliver an appropriately broad, balanced, relevant, differentiated and enjoyable curriculum for students
- To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential
- To monitor and support the overall progress and development of students as a teacher/group tutor
- To engage fully with Assertive Mentoring to raise standards in the subject, including mentoring students as appropriate
- To contribute to the development of cross-curricular contexts for learning through the subject
- To share in the Academy's vision, values and ethos.

Key Accountabilities:

You are responsible to the Principal, through your line manager, for:

- Familiarity with and adherence to Academy policies, including Safeguarding, Diversity, Curriculum, Teaching & Learning and Discipline Policies
- The detailed knowledge and understanding of the Programmes of Study and Assessment Criteria for all classes for whom you have responsibility
- An awareness of the general requirements and standards of work required by your classes
- Use of prior attainment and targets for planning for each student in each class for which you are responsible, and the ongoing recording of performance against these measures
- The effective teaching, setting, assessment and marking of appropriate classwork and homework in line with the Programmes of Study provided by your Subject Leader
- The planning and delivery of appropriate opportunities to contribute to students' spiritual, moral, social and cultural development
- Clear, accurate and informative reporting to parents/carers, whether oral or written, on students' progress as directed by your Subject Leader
- The proper preparation of students, including revision advice, for internal and external examinations

- A full account of the attendance/absence of all students in all lessons for which you have a responsibility
- Excellent appearance and discipline of all students within and beyond the classroom
- Timely liaison with appropriate staff to address concerns re individual student progress
- The planning and delivery of personalised learning to challenge all students in every teaching group
- Detailed knowledge of specific learning needs for students, including those *EHCP's*

Curriculum Development & Innovation	<ul style="list-style-type: none"> • Ensure that all curriculum content is taught through the Academy competencies • Ensure that your Programmes of Study are delivered through summary relevant questions • Ensure that you meet assessment and reporting deadlines • Keep up to date with and respond to national developments in the relevant subject area, teaching practice and methodology and research into the brain and how humans learn
Outdoor Education Specific	<ul style="list-style-type: none"> • Plan, teach and mark yr 9, 10 and 11 ODE – progress track all 3 year groups • Develop the year 9 ODE course (theory and practical) before they start the coursework in yr10/11 • In conjunction with the Subject Leader for PE & Outdoor Education, plan all theory content for 3 units • Complete sample for work asked for by BTEC- • Ensure paperwork for all offsite practical lessons are completed including; risk assessments, consent forms, and mini bus checks • Ensure regular communication with parents of all 3 year groups in regards to practical's and expeditions • In conjunction with the site team, manage and maintain the ODE site and equipment so that it is a conducive learning area and the equipment is monitored, checked and replaced regularly so that it is safe • Ensure all staff who teach/support ODE lessons are guided on what/how to run ODE lessons at KS3 as part of the PE curriculum whilst ensuring all resources are available • Attending meetings and creating programmes of study for ODE as a whole • Taking on the tasks required on the public health England bid for an 'outdoor education and survival school'
Staff Development / Deployment of Staff	<ul style="list-style-type: none"> • Act as a positive role model, demonstrating a passionate commitment to raising standards for all students and developing opportunities for learner voice • Contribute to a team ethos and take up opportunities to discuss your own personal development and well being • Ensure that you are given a full range of teaching experiences, including coaching and the use of IRIS Connect as a self-evaluation tool, in order that you are able to develop all aspects of your teaching • Seek support as required from the Subject Leader in your communication with parents/carers, including with challenging parents/carers • Participate in performance management review(s) and act/assist as reviewer for teaching assistants and technicians as appropriate

	<ul style="list-style-type: none"> • If you know you are going to be absent, set appropriate high quality cover work for your classes as appropriate, liaising with the cover supervisor/relevant staff as necessary
Quality Assurance	<ul style="list-style-type: none"> • Ensure that you understand all targets set and that you work strenuously to achieve or better them for the students in your classes • Maintain common high standards of practice within the subject • Contribute to the Academy procedures for continuous pedagogical development and work sampling • Continuously seek ways to improve your teaching to impact on student outcomes • Provide accurate information for completion of exam entries, class and set lists, curriculum review, option choice booklets and any other information as requested by the AoL Subject Leader and /or other Academy staff • Contribute to ensuring that the arrangements for student visits of all kinds meet the statutory and Academy procedures in regards to H&S • Produce examinations analyses and subject reviews as required as part of the Academy's self-evaluation cycle • Prepare as required for Ofsted inspections and any other audits/inspections
Operational/ Strategic Planning	<ul style="list-style-type: none"> • Contribute to the self evaluation, monitoring and evaluation of the Subject Area • For your classes, monitor individual and group student progress against targets within the subject • Work with colleagues to assist in formulating aims, objectives and strategic plans for the Subject Area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the AoL
Management Information	<ul style="list-style-type: none"> • Analyse and evaluate performance data provided and take appropriate action in response to it within the subject • Ensure that <i>google classroom</i> is up to date with teaching and learning resources for students in your classes and their parents/carers
Communications	<ul style="list-style-type: none"> • Be familiar with the subject aims and objectives within the framework of the Academy Development Plans • Ensure effective communication/consultation as appropriate with parents/carers • Liaise with parents on curriculum development • Be up to date with and promote career opportunities in the subject(s)/curriculum area/s and advise students on Further and Higher Education courses • Liaise with partner education providers including Academies, higher and further education, institutions industry, examination boards, awarding bodies and other relevant external bodies • Represent the subject's views and interests • Meet with colleagues formally and informally as required in order to produce high quality outcomes for students
Marketing and Liaison	<ul style="list-style-type: none"> • Contribute to the positive reputation of the Academy and marketing activities as required • Contribute to links with local feeder schools to support curriculum development across phases

	<ul style="list-style-type: none"> • Contribute to work with public and voluntary sector agencies, clubs and societies in the local community to develop opportunities for wider student learning and extended services to enable the wider community to access knowledge, skills and learning opportunities • Attend internal and external events which promote the subject and Area of Learning, for example Open Days/Evenings
Management of Resources	<ul style="list-style-type: none"> • Manage available resources efficiently within the limits, guidelines and procedures laid down • Work with the Subject Leader in order to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed
ECM	<ul style="list-style-type: none"> • Ensure that the Academy discipline policy is consistently carried out to ensure that effective learning takes place • Monitor and support the overall progress, development and enjoyment of students within the subject • Monitor student attendance and punctuality and act where concerns are highlighted • Liaising with the Subject Leader as required, monitor students' progress and performance in relation to targets set for each individual, ensuring that personalised interventions are actioned where necessary • Act as a Form Tutor and carry out the duties associated with that role as outlined in the generic job description • Contribute to PSHE, citizenship, enterprise and other whole school learning areas according to Academy ethos and policies
Teaching	<ul style="list-style-type: none"> • Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
Safeguarding	<ul style="list-style-type: none"> • Undertake regular safeguarding training as required • Ensure that statutory and Ofsted requirements for Safeguarding relating to the subject are met
General Responsibilities	<ul style="list-style-type: none"> • Play a full part in the life of the Academy community to support its ethos and policies and to encourage and ensure staff and students follow your example • Be committed to your own professional learning and undertake relevant training as required to support the functions of the post and to enhance personal development • Comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate • Undertake any other duty as specified by the Principal

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the Performance Management process and it may be subject to modification or amendment at any time, after consultation with the holder of the post in order to reflect changes in organisational requirements and to ensure that the future goals of The Bourne Academy are successfully achieved.

The Bourne Academy is committed to developing the skills of all members of its learning community. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Review Date:

