

## **Job Description: Teacher**

**Responsible to:** Director of Curriculum/ Head of Curriculum

Suffolk One has been set up under School Regulations and <sup>1</sup>The School Teacher Pay & Conditions.

**Salary:** MPR & UPR

### **Main Accountabilities:**

- To organise, structure and manage students' learning experience including any necessary preparation and marking
- To carry out such assessment as required by Awarding Bodies in a fair, consistent and reliable way
- To devise appropriate schemes of work, lesson plans and individual learning plans in accordance with the centre's policy and procedures.
- To maintain all relevant course documentation and student records in line with the relevant Quality Assurance Procedures
- To contribute to curriculum development as required
- To attend and be an active contributor to Team Meetings, Curriculum and Centre Meetings and other cross-centre meetings as required
- To attend and be an active contributor to Curriculum and Centre events
- To attend parents and open evenings
- To liaise with Curriculum Leadership, Progress Tutors and other staff as required e.g. regarding learner support and assessment requirements
- To liaise with appropriate outside agencies and organisations involved in related work
- To assist in the Centre's planning process including the monitoring, reviewing and evaluation of provision and performance, including value added measures.
- To take part in the recruitment, selection, induction, monitoring and review of students
- To review student progress in any units taught and complete relevant documentation
- To contribute to the development, delivery and assessment of student functional skills
- To ensure learners are appropriately enrolled, withdrawn where necessary and adhere to registration and exam entry procedures
- To contribute to the implementation of the Curriculum and Centre Operational Plans

- To actively participate in planned professional self-development and team development activities

This is a summary of the key responsibilities and the incumbent will play a significant role in contributing towards our shared objective of maximising students' achievements.

Teaching staff will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post and therefore may be altered from time to time to meet the changing needs of Centre.

<sup>1</sup> *School Teachers' Pay & Conditions Document 2014 available at [www.teachernet.gov.uk](http://www.teachernet.gov.uk)*

### **Teacher (MPR/UPR) – Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Relevant teaching qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant further professional studies e.g. Further Degree.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A proven track record of raising standards for students of all abilities.</li> <li>• Evidence of an innovative approach to development of teaching and learning.</li> <li>• Experience of leading curriculum development and of monitoring and evaluation strategies.</li> <li>• Experience in leading staff and pastoral development.</li> <li>• Evidence of working in partnership with a range of stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience within the 16-19 age range and the ability to teach at least one specialist subject to A-Level, Vocational Level 3 or Vocational Level 2.</li> <li>• Knowledge and understanding of principles and practices of performance management for all staff within a school or college.</li> </ul>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• Commitment to:               <ul style="list-style-type: none"> <li>- Suffolk One's aims and objectives.</li> <li>- Use Suffolk One's independence to develop innovative practice and transform learning experiences.</li> <li>- Work in partnership with the wider community including other schools, Governors and other partners/agencies.</li> <li>- The promotion of Suffolk One and the recruitment and enrolment of suitably qualified learners to ensure a sustainable community.</li> </ul> </li> </ul>	

<p><b>Knowledge / Skills / Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of curriculum developments and students' learning styles in secondary schools or colleges.</li> <li>• Ability to: <ul style="list-style-type: none"> <li>- Analyse and interpret student performance data and set challenging but realistic targets.</li> <li>- Ensure an ethos and structure for managing behaviour that enables all students to achieve.</li> <li>- Contribute to action planning, observation and evaluation.</li> <li>- Work effectively as part of a team and with governors, students and parents.</li> </ul> </li> <li>• A clear understanding of inclusion and SEN.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing vocational curriculum options.</li> </ul>
<p><b>Communication and interpersonal skills:</b></p>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills at all levels.</li> <li>• Excellent presentation skills.</li> <li>• Ability to analyse, synthesise, evaluate and communicate complex data.</li> <li>• Effective team player.</li> </ul>	
<p><b>Equality Issues:</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of equality issues.</li> </ul>	
<p><b>Other Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Ability to work under pressure.</li> <li>• Ability to prioritise.</li> </ul>	