Post: Teacher

Specific post: Food & Catering Instructor

Scale and Salary range: Dependant on qualifications but ranging from UNQ1 £17,682 to Upper Pay scale £37,654 (Post is paid in line with the teacher’s Pay and conditions and will be at a level commensurate to experience and qualifications)

Closing date: Extended to Tuesday 7th July 2020 3pm

This job description is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 2011, the required standards of Qualified Teacher Status, other current educational legislation and the school’s articles of government.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Purpose of job
In accordance with the school aims, to provide a safe, supportive and stimulating learning environment in which all pupils, who have previously found school a challenge, can reach their potential.

To ensure high quality education and equal opportunities for all pupils within KS1, KS2, KS3 or KS4 and improve the quality of learning and standards of achievement, whilst working within the agreed school ethos and to the Structure, Policies and practice agreed by the governing body whilst supporting the five outcomes of “Every Child Matters.”

To be responsible for ensuring child protection and the welfare and well-being of the children in our care.

DUTIES AND RESPONSIBILITIES
All teaching staff will be required to carry out duties within the following Key Areas of Teaching.

a) Assessing learners’ needs.

b) Planning and preparing teaching and learning programmes for groups and individuals.

c) Developing and using a range of teaching and learning techniques.

d) Identifying clear learning objectives, how they will be taught and assessed and ensuring the best use of teaching time.

e) Check that pupils have understood and completed work set.

f) Managing the learning process, including appropriate administrative functions relevant to the curriculum area.

g) Be familiar with and follow all school practice for health and safety issues, child protection procedures and positive behaviour management plans.

h) Set high expectations for pupils’ behaviour.

i) Providing learners with support, in accordance with academy policies.

j) Assessing the outcomes of learning and learners’ achievements.

k) Reflecting upon and evaluating one’s own performance and planning future practice.
l) Meeting professional policy, administrative and liaison requirements.
m) Monitor the maintenance and security of equipment.

Knowledge and Understanding:
   a) Professional knowledge in their own subject area and models of curriculum development assessment.
   b) Knowledge of the needs of the pupils as defined within the statement and subsequent reviews.
   c) Knowledge of parents/carers views through regular contact.
   d) Knowledge of the pupil’s attainment and progress through assessment.
   e) Knowledge of the pupils additional needs.

Planning, Teaching, Class Management
   a) Setting tasks for the whole class, groups and individuals, which challenge.
   b) Using a variety of teaching strategies and ensure high levels of pupil interest.
   c) Setting appropriate and demanding expectations.
   d) Provide clear structure for lessons, maintaining pace and challenge.
   e) Make effective use of assessment information.
   f) Plan opportunities to contribute to pupils’ personal, spiritual, moral, social and cultural development.
   g) Establish a safe, supportive and stimulating learning environment.
   h) Use a wide range of teaching methods to sustain the momentum of pupils’ work and engage all pupils, ensuring delivery of a differentiated learning experience related to the pupils’ individual needs.

Monitoring, Assessment, Reporting, Recording and Accountability
   a) Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching.
   b) Mark and monitor work providing constructive feedback and set targets for pupils’ progress, following whole school procedure.
   c) Assess and record each pupil’s progress systematically and use records to ensure pupils make demonstrable progress.
   d) Monitor strengths and weaknesses.
   e) Ensure that pupils continue to make demonstrable progress.
   f) To be aware of child protection issues and to continuously monitor and respond to each child’s well-being through referral to SLT.
   g) Write reports as required by statutory requirements.

Other Professional Requirements
   a) Have a working knowledge of teachers’ professional duties and legal liabilities, including Health and safety.
   b) Take responsibility for your own personal and professional development, including knowledge of school policies and procedures; ensuring CPD personal portfolio is kept up to date.
   c) To be aware of and fulfil the requirements of the Performance Management Policy.
   d) Liaise effectively with parents, carers and other agencies.
   e) Awareness of the role and purpose of the school governing body.
   f) Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
g) Take on any additional responsibilities, which might from time to time be determined.

h) Working within the whole school ethos, act as a role model for pupils showing mutual respect and support for both pupils and staff.

i) To assume responsibilities and duties as laid down in the staff handbook.

All staff are required to undertake initial and ongoing training in the principles and application of Team Teach.

General duties applicable to all staff employed at the Academy:

<table>
<thead>
<tr>
<th>Duty</th>
<th>Description</th>
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<tbody>
<tr>
<td>A Academy policies</td>
<td>To undertake all duties and responsibilities in accordance with policies, including Equal Opportunities; Data Protection; Health &amp; Safety; Child &amp; Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person</td>
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<tr>
<td>B Training &amp; professional development</td>
<td>To take full responsibility for personal professional development and training</td>
</tr>
<tr>
<td>C Performance appraisal</td>
<td>To participate in Performance Appraisal; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plans</td>
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<tr>
<td>D Flexibility</td>
<td>To undertake such other duties as may reasonably be required, commensurate with grade</td>
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<tr>
<td>E Probationary period</td>
<td>The postholder should be able to do the job competently after 6 months</td>
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This is a description of the job as it is at present constituted.

It is the practice of the Academy to periodically examine employees’ job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Academy’s aim to reach agreement on reasonable changes, but if agreement is not possible, the Academy reserves the right to insist on changes to your job description after consultation with you.

Signed ........................................................... Date ..............................

Post Holder

Signed ........................................................... Date ..............................

Head Teacher