Epinay
Business & Enterprise School

South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Teacher (Epinay Business and Enterprise School)

GRADE: MPS/UPS+SEN1

RESPONSIBLE TO: Head Teacher

Core Purpose:

- All staff must make a positive contribution to the ethos of the school and its distinctive nature;
- To ensure all activities engaged in support the whole school vision;
- The pursuit of excellence and the highest standards of quality in all aspects of school life;
- Their own professional development, in accordance with the needs of the school;
- Child protection.

To support the school leadership, strategic direction and management of a subject throughout the school to secure:

- high quality teaching and learning;
- high standards of attainment;
- high levels of student progress;
- social and interpersonal development;
- preparation for adult life.

Purpose of the job:

Overall responsibility for teaching, learning and achievement of pupils, with a focus on computing and ICT. To inspire colleagues and all students who study in their curriculum area with a love learning, leading them to explore it and value it for their whole life. To contribute to the development and maintenance of whole school strategy, policies and ethos. In summary:

- To ensure all students are well taught and achieve their personal best;
- To ensure a high standard of teaching and learning;
- To direct and support Teaching Assistants;
- To ensure the subject area contributes to efficient communications and running of the school;
- To inform senior leadership of relevant issues regarding staff, students, course or examinations;
- To be responsible for ICT e-safety monitoring throughout the school;
- To represent the subject area as required;
- To work across primary and secondary phases.

Principal Accountabilities:

All aspects of the subject area and those courses assigned to it, specifically:

Teaching, Learning and Achievement - Teaching and Learning

1. To ensure high standards of teaching, learning and assessment so that students are able to achieve at or beyond national expectations.
2. To be a role model for high quality teaching and learning, in line with the SDP.
3. To keep abreast of new developments in content and teaching style, including use of new technologies.
4. To monitor and evaluate the subject area's teaching, standards, progress and schemes of work.
5. To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
6. To ensure that all subject staff follow the agreed syllabus/specification.
7. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times in line with school policies and procedures.
8. To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
9. To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.
10. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
11. To provide regular feedback to the SLT link to help the school evaluate its practice.
12. To assist the SLT link in the regular review of the standards of leadership, teaching and learning in the subject area.
13. To establish and maintain a climate within the subject which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all.
14. To develop a school enterprise in their curriculum area and to showcase and exhibit children's work within South Tyneside and beyond.

Leadership and Management - Strategic direction and development of the subject area

1. To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
2. To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
3. To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
4. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
5. To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
6. To implement school systems and processes which provide good information gathering about students prior to learning, their progress and achievements and the quality of teaching and learning in the subject.
7. To develop plans for the subject which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the SDP.

Resource Management

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation of the subject area.
3. To ensure that the teaching area allocated to the subject is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
6. To discuss departmental timetable schedules with all relevant staff in the subject area and the senior leader responsible.

Assessment and Recording

1. To maintain accurate and up-to-date information on the school management information system.
2. To monitor, assess and report student progress against targets.
3. To ensure that subject reports are appropriately written with team members meeting school deadlines for submission.
4. To ensure that team members are setting homework, marking and annotating pupils' work in accordance with the Assessment Policy and examination board regulations.
5. To identify and take appropriate action on issues arising from regular assessments of student performance, other information and data analysis.
6. To produce reports on examination performance, including the use of value-added data.
7. To provide the Senior Management Team and Governing Body with relevant information relating to performance and development.
8. To ensure effective communication with parents/carers of students in the subject area on assessment, recording and reporting matters in line with school policies and procedures.

Student Personal and Social Development

Within the context of school policies and procedures:

1. To promote and safeguard the welfare of students for whom you are responsible, and with whom you come into contact.
2. Be aware of and comply with policies and procedures relating to child protection, behaviour, attendance, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. To supervise students appropriately within and beyond the classroom e.g. in cloakrooms, corridors, dining area, playground.
4. To provide reassurance and care to students in line with agreed policies and protocols
5. To be aware of, support and ensure equal opportunities for all.
6. To appreciate and support the role of other professionals.
7. To contribute to the overall ethos/work/aims of the school.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document for a main-scale Teacher.

This job description may be modified by the Head Teacher, with the post holder's agreement, to reflect or anticipate changes.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SS/KDS

Date: 11/10/2019