Your Academy….Your Future

Post Title	Teacher of Technology
Purpose	• Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • Monitor and support the overall progress and development of students as a teacher/Form Tutor. • Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • Contribute to raising standards of student attainment. • Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Responsible to	Head of Department
Responsible for	The provision of a full learning experience and support for students.
Contract Type	Full Time/Permanent
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	MPS
Disclosure Level	Enhanced
Expectations	**There is an expectation that all adults who work at Castle View Enterprise Academy will:** • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.

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Operational & Strategic Planning	• 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 school's planning activities.
Curriculum Provision	• To assist the Director of Subject, the SLT Line Manager, to ensure that the curriculum area provides a range of teaching which complements the school'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 students, examining and awarding bodies and the school's Mission and Strategic Objectives.
Staffing	• To take part in the school'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 relations within the Academy.
Quality Assurance	• To help to implement Academy 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 school 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 Academy.
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 students. • To track student progress and use information to inform teaching and learning.

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Communications	• To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.
Marketing & Liaison	• To take part in marketing and liaison activities such as Open Evenings, Awards Events, Parents Evenings, Review Days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources	• To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Director of Subject 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 Academy, department and the students.
Pastoral System	• To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. • To plan, prepare, deliver and assess PSHCE and citizenship and enterprise according to Academy policy. • To apply the Behaviour Management systems so that effective learning can take place.

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Teaching	• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students 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 student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties	• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the Academy's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To uphold the Academy Code of Conduct for staff, dress code and absence procedures. • To undertake any other duty as specified by STPCB not mentioned in the above.
Additional Duties	• Carry out other reasonable tasks from time to time as directed by the Principal.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Castle View Enterprise Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Experience	
A positive and successful teaching experience whilst training/working.	**E**
Experience of full time teaching.	**D**
Qualifications & Training	
A teaching qualification in Technology	**E**
Experience of teaching and assessing Vocational Courses.	**D**
Skills, Knowledge & Aptitude	
A sound knowledge and experience of teaching Technology.	**E**
A clear understanding about how children learn.	**E**
A sound base of experience in effective classroom management.	**E**
An ability to form positive relationships with students.	**E**
Exceptional ICT skills and experience of a cross curricular approach.	**D**
Attributes	
Able to show initiative and insight in order to inspire students	**E**
Setting of high standards for self and students.	**E**
Committed to hard work.	**E**
An ability to respond effectively to challenging behaviour.	**E**
A wish to introduce new ideas for the benefit of students and the department.	**D**
Sense of humour.	**D**
Other Requirements	
A willingness to contribute to the extra-curricular activities within the faculty.	**E**
Experience in a range of extra-curricular activities.	**D**

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