

Person Specification/Job Description



Assessment of role for DBS checks

Regulated Activity Specified Place opportunity for contact with children

DBS Checks required:

Enhanced DBS check Barred List Children

Job Title: 0.7 Maths Teacher

Permanent Position from August 2020

This position is to be based within the Durham Gateway Academy area of the College, which is a specialist department working with pre-16 students who are studying an alternative provision route.

Post No: RS20/21/03

Grade: HPS 15-35 £18,684 - £33,313 pro rata (depending on qualifications and experience)

Responsible to: Director of 14-16 Learning/Head Teacher

Supervisory Responsibility: no direct line management responsibility.

To make a significant contribution to teaching across the curriculum especially the core subject of Maths. Delivering high quality teaching and learning, ensuring successful student outcomes.

Candidates for this post must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	<p>Safeguarding Process Training (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy (or be willing to work towards in 2 years)</p> <p>At least a level 3 qualification in Maths, preferably an A Level or Degree</p> <p>Certificate in Education (or willing to work towards within 2 years)</p>	<p>Level 2 Equality & Diversity</p> <p>Degree in Maths</p> <p>QTLLS</p>	<p>Application form</p> <p>Certificates</p>
Experience	<p>Recent experience of teaching.</p> <p>Recent sustained good or outstanding judgements within lesson observations (or have the ability to prove this in the interview process).</p>	<p>Experience of teaching in an Alternative Provision School.</p> <p>Experience of working within a quality system.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Knowledge and Skills	<p>Effective interpersonal, communication and liaison skills.</p> <p>Organisational / administrative skills.</p>	<p>Knowledge of MS Office, SIMS software and ability to use packages to produce assessment and teaching materials.</p>	<p>Interview</p> <p>References</p>

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	Ability to work as an effective team member.	Ability to meet deadlines and achieve targets.	
Personal Qualities	Reliability, resilience, flexibility and adaptability. Ability to take initiative. Enthusiasm and commitment.		Interview

Section A • Primary Responsibilities

1 College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Development Plan.

2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

3 Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College.

4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking such other duties and responsibilities as are required to provide the service expected from the College.

6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Health & Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

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7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8 Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

Section B • Cross Curriculum Management Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) To plan for pupils according to agreed curriculum policy and in consultation with colleagues. Where possible, medium term planning should involve all staff in a key stage working together to ensure coherence and curriculum continuity;
- b) To prepare materials and resources in advance, for the effective teaching of the planned lesson;
- c) To ensure that there are appropriate schemes of work and effective teaching strategies which cater for pupils throughout the ability range;
- d) To monitor, assess and evaluate progress of each pupil taught;
- e) To record and report on the development, progress and attainment achieved by pupils assigned to you through methods outlined by the school;
- f) To set challenging but attainable targets for individual pupils built on prior attainment;
- g) To communicate and consult with the parents of pupils that you are assigned to teach, through annual review, termly consultations, home / liaison books and incidental enquiries;
- h) To attend case conferences and prepare interim reports on the needs of individual pupils as requested;
- i) To organise the effective deployment and direction of teaching assistants, students and visitors within the classroom, where this is appropriate;
- j) To guide pastoral and learning mentors in maintaining pupil record of achievements and daily recording procedures within the classroom.

General Responsibilities

- k) To participate in the ongoing review and development of the School Development Plan, attending staff meetings and curriculum workshops as appropriate;
- l) To ensure that the register is marked punctually and kept up to date as required by law;
- m) To acknowledge and respond appropriate to Health and Safety requirements (as detailed in the school's Health & Safety policy) where pupils and colleagues are concerned;
- n) To liaise with Parents, Carers, Social Care and Health, Psychological, Medical and Learning Support Services where appropriate, and in consultation with the Director of 14-16 Learning/Head Teacher;
- o) To participate in the school's Professional Development and Performance Management Programme, and in its review and further development;
- p) To take all reasonable steps to maintain good order and discipline amongst pupils and safeguard their health and safety, both when they are authorised to be on school premises and when they are engage in authorised school activities off-site;
- q) To share in the social, moral and emotional development of all the pupils in the school;
- r) To establish, maintain and develop good relationships with all parents;
- s) To develop and maintain a positive image of our school in the community;
- t) To support the supervision of pupils at break times and lunch times in accordance with the school's policy;

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- u) To participate in and contribute to meetings which related to the curriculum, administration or organisation of the school;
- v) To attend staff meetings at agreed times, to plan, discuss and review school policy

Responsibilities as a Subject Leader

- w) To co-ordinate throughout the school the work within the above curriculum area/s, providing guidance and encouragement to colleagues, and inducting newly appointed teachers in the school scheme;
- x) To keep in touch with new initiatives within the curriculum area/s, attending relevant meetings and courses where possible, reporting back to colleagues and considering implications for further development and resources;
- y) To establish and maintain a resource bank of materials & equipment to meet the demands of these curriculum areas, and to be responsible for organising their use;
- z) To monitor progress, and evaluate the effectiveness of the school in these areas of development;
- aa) To keep in touch with general curriculum developments and research, including reports coming from DfE/QCA/LA, considering implication for possible implementation;
- bb) To participate in school-based curriculum development activities, including the review and further development of policy documents, schemes of work etc...

All staff are expected to:

- Work towards and support the School and College's vision and objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Equal Opportunities policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to all policies and procedures as notified to staff.
- Undertake other reasonable duties related to the job purpose required from time to time.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

June 2020

Name:.....

Signature.....

Date.....