

Job Description

Job title:	Teacher
Responsible to:	Head of Subject
Responsible for:	N/A
Location:	New Rickstones Academy
Hours of work:	Full Time
Salary:	Main Pay Range/Upper Pay Range

Overview of the role:

The role of the Teacher is to carry out the professional duties of a teacher in accordance with academy policies and under the direction of the Head of School, providing high quality teaching and pastoral care and delivering high standards of learning and achievement for all students

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Curriculum / Teaching

- To prepare, teach and evaluate lessons in accordance with statutory requirements, aims and objectives, academy policies and departmental schemes of work.
- To use a range of teaching and learning strategies and resources so that individual students have access to the curriculum.
- To contribute to the teaching of cross curricular themes, skills and dimensions.
- To set cover work when on leave of absence.
- To take reasonable care of departmental resources and to account for any equipment used.

Students

- To support the academy policy on behaviour, discipline and student welfare in the classroom. To communicate problems of a pastoral nature to the form tutor in the first instance.
- To ensure that students use equipment safely.
- To display students' work and maintain a tidy, safe and stimulating working environment.
- To liaise with the SENDCO and the form tutor over students with special educational needs and to modify teaching accordingly.
- To ensure that targets outlined in a student's Personal Education Plan are pursued.
- To liaise with and clarify the role of any support teacher allocated to the class.
- To promote the use of the library.
- To keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor.
- To ensure that homework is set and recorded in the student diary.
- To set and maintain high standards of student work in the classroom
- To undertake duties before academy, at break, on a rota basis.

Assessment

- To assess students' work in accordance with statutory requirements, and academy and department policies.

To maintain a record of students' attainments. To use assessments to diagnose individual strengths and weaknesses and to plan subsequent teaching accordingly.

- To write reports on students and attend meetings with parents.
- To assist the Head of Subject in setting and marking internal examinations.
- To ensure that external examination requirements are satisfied.
- To recommend individual students for particular examination courses.

Form Tutor

The main responsibilities of the Form Tutor are to:

- To offer care and support to students in all aspects of their academy life and in preparation for their adult life
- To develop an understanding and knowledge of each student as an individual
- To enable students to play an active role in all aspects of the tutorial and PSHE programme
- To undertake administrative-related tasks

The main responsibilities are to be fulfilled by:

- Completing attendance registers in tutorials
- Filing of absence notes for reference by Heads of Year and the Attendance Co-ordinator
- Recording and monitoring punctuality records, referring persistent lateness to Heads of Year
- Attending assemblies with tutor groups
- Guiding tutor groups to produce at least one assembly per year
- Assisting with the teaching and evaluation of the academy's tutorial and PSHE programmes
- Checking and signing homework diaries on a weekly basis and referring up any concerns
- Monitoring the compilation of formative records for the National Record of Achievement;
- Assisting students with Personal Statements and Individual Action Plans
- Checking uniform and jewellery and referring up any problems
- Preparing Form Representatives for representatives' meetings and supervising feedback
- Keeping records of student progress, achievements and responsibilities
- Attending pastoral meetings
- Updating form notice boards and ensuring that the form room is left neat and tidy
- Being available to discuss students' concerns with them
- Referring up all pertinent information, particularly when required for reports or references
- Encouraging students to participate in extra-curricular activities
- Encouraging students to improve the quality of their work

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Teachers' Pay and Conditions. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.

6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- Degree in relevant discipline.
- Qualified Teacher Status (QTS).

Desirable

- PGCE.
- Evidence of recent professional development related to teaching and learning.
- Evidence of working successfully in a school environment.

Knowledge and skills

Essential

- Good IT skills.
- A secure knowledge of the relevant subject and curriculum areas.
- An understanding of what an excellent education looks like in the classroom.
- An understanding of the strategies needed to establish consistently high expectations.
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.

Desirable

- IT literacy with Google Workspace.
- Experience as a form tutor.

Leadership skills

Essential

- Good communication and interpersonal skills.
- Evidence of being, or having the potential to be, an outstanding teacher.

Desirable

- N/A

- Able to identify own needs and strengths to improve teaching, responding to feedback and advice from colleagues.
- An effective and trusted team member, who contributes positively and provides mutual support when needed.
- Able to plan and prioritise own workload and manage conflicting demands.
- Commitment to own professional development.

Personal attributes and behaviours

Essential

- Adaptability to quickly adjust teaching methods to meet the needs of all students.
- Flexibility to be able to handle unexpected situations with professionalism.
- Patience in interactions with a variety of students and situations, with a calm demeanour.
- Responsive to coaching and feedback.
- Empathy to understand the needs and challenges of students and being able to relate to them on a personal level.
- Resilience to manage challenging behaviour or difficult situations with professionalism.

Desirable

- Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are:
 - Share ideas early, often, and honestly
 - Embrace constructive disagreement
 - Value ideas, not ego
 - Be curious and open to new ideas
 - Focus on facts and reason

Special requirements

- Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.