



Co-op Academy
Manchester

Job Description

Job Title: Teacher of ICT

Salary / grade range	MPS/ UPS
Location	Co-op Academy Manchester
Reports to	Director of Learning Zone

Purpose of role

- To contribute to the values and beliefs of the academy.
- To complement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher / Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.

Responsible for

The provision of a full learning experience and support for students.

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.
- Support the development and maintenance of academy policies and practices that promote high achievement.
- To contribute to the whole academy's planning activities.

Curriculum Provision

- To assist the Subject Team Leader to ensure that the curriculum area provides a range of teaching which complements the academy'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 academy's values and beliefs and strategic objectives.

Teaching and Learning

- Ensure effective, high quality teaching in the classroom.
- To plan and prepare courses and lessons.
- Promote extracurricular activities and out of hours learning opportunities.
- Seek opportunities to collaborate with other Academies, innovative and high achieving schools to develop excellent pedagogies.
- Develop a safe, effective, stimulating and inclusive learning environment in the classroom.
- To teach students according to their educational needs, including setting and marking of work to be carried out by the students in the academy and elsewhere.
- To assess, record, report and give written/verbal and diagnostic feedback as required on the attendance, progress, development and attainment of students and to keep such records as required.
- To ensure that ICT, Literacy, Numeracy and academy specialism are reflected in the Teaching and 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 students needs and demands of the syllabus.
- To maintain discipline in accordance with the academy'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 academy procedures.

Staffing | Staff Development | Recruitment/Deployment of staff

- To take part in the academy'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 fully 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 academy procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review 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 Arbor 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.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the academy, particularly with our sponsors.
- To follow agreed policies for communications in the academy.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, 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 Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate 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 and within the Tutor System.
- To liaise with Academic Heads of Year / Pastoral Heads of Year to ensure the implementation of the academy's pastoral system.
- To register students, accompany them to assemblies, encourage their 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 parents of students and persons or bodies outside the academy concerned with the welfare of individual students after consultation with appropriate staff.
- To contribute to PSHE according to academy policy.
- To apply the Behaviour Management systems so that the effective learning can take place.

Safeguarding

- "The Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

Other Specific Duties

- I. To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

- II. To support the academy in meeting its legal requirements for worship.
- III. To promote actively the academy corporate policies.
- IV. To continue personal development as agreed.
- V. To comply with the academy's Health and Safety Policy and undertake risk assessments as appropriate.
- VI. To undertake any other duty as specified by STPCB not mentioned in the above.

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

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 academy 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 the post-holder may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Health & Safety Responsibilities

All employees have the responsibility:

- VII. To comply with safety rules and procedure laid down in their area of activity
- VIII. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- IX. To use protective clothing or equipment as may be provided
- X. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- XI. To cooperate with the Principal in the fulfilment of the objectives of the academy's Health and Safety policies

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications: <ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Recent participation in a range of relevant in-service training/professional development 	E	A
Experience Of Teaching And School Leadership And Management <ul style="list-style-type: none"> • Successful leadership and management in the classroom. • Experience of working at a school with Specialist status • Teaching experience at secondary level. • Understanding of Academy's role in the community • Involvement in extracurricular activities 	E D E E E	A/I A A A/I A/I
Professional Knowledge Understanding <ul style="list-style-type: none"> • Quality assurance • Education Inclusion • Own subject improvement strategies • Statutory framework • Furthering the role of parents and carers in the life of the Academy • Raising standards of attainment in teaching subject 	E	A/I
Skills, Ability, Knowledge: <ul style="list-style-type: none"> • Graded satisfactory/good in the classroom • Analytical skills • Presentational skills • ICT skills for professional use • Review and evaluation skills through monitoring and evaluating student's progress. 	E	A/I
Personal Qualities:		

<ul style="list-style-type: none"> ● Lead by example in the use of ICT as a teacher and in leadership in the classroom ● Support and actively promote the values and beliefs of the Academy ● Good level of communication with good interpersonal skills ● Committed to extended schools ● Committed to standards of excellence for all and focused on continuous improvement ● Good completer/finisher ● Good track record of personal performance ● Excellent attendance and punctuality record ● Committed to personal professional development 	E	A/I I A/I A/I A/I I A/I I
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.
