



Academies Trust



Co-op Academy  
Swinton

# Teacher of Business & Media (with TLR)

## Job Description

Salary/Grade Range:	MPS/UPS, £31,650 - £49,084, plus TLR2 £3,391 for whole school coaching lead within teaching & learning community.
Hours:	Full time
Location:	Co-op Academy Swinton
Reports to:	Head of Department & Associate Assistant Vice Principal

### Purpose of Role:

- Ensure the highest possible standards are achieved in the department and the teaching of Business & Media.
- Lead on whole school coaching within the teaching & learning community as an additional responsibility
- To contribute to the values and beliefs of the academy.
- To monitor and support the overall progress and development of students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

### Key Accountabilities (and specific duties/responsibilities):

#### Main Purpose

- To carry out the standard duties and responsibilities of any teacher in Co-op Academy Swinton.
- To work as a member of a departmental team in a curriculum area within school.
- To share in the corporate responsibility for the education and well-being of all students in accordance with the school policies.
- To develop effective relationships with students, parents, staff, governors and other members of the school community.
- To assist in the provision of support/revision/ booster classes for students taking external examinations, module tests, controlled tests and course work.
- To assist with the transition of students from Year 6 to 7, participating in primary liaison activities and to help ensure a smooth and effective transition occurs for all new intake students, for example

target setting, transition visits etc.

- To contribute to the development of whole school strategies to develop literacy across the curriculum.
- Attend Parents' Evening as required.
- Keep up-to-date with new developments and initiatives in teaching.
- Incorporate and promote the use of literacy in the delivery of teaching.
- To be a form tutor and ensure that students have high standards of uniform, punctuality and attendance.

### **Planning, teaching and class management**

- To develop, along with appropriate colleagues, syllabuses and programmes of work, designed to meet the needs of all students, with particular reference to the National Curriculum and developments in literacy and numeracy.
- Teach allocated students through appropriate planning to achieve progression of learning by:
  - Identifying clear teaching objectives and specifying how they will be taught and assessed.
  - Setting tasks which challenge students and ensure high levels of interest.
  - Setting appropriate and demanding expectations.
  - Setting clear targets, building on prior attainment.
  - Identifying SEND or very able students and make appropriate provision.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.
- Monitor and intervene to ensure sound learning and discipline.
- Use a variety of teaching methods to:
  - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - Use effective questioning, listen carefully to students, give attention to errors and misconceptions
  - Select appropriate learning resources and develop study skills through library and other sources.
- Ensure students acquire and consolidate knowledge skills and understanding appropriate to the subject taught.
- Evaluate own teaching critically, to improve effectiveness.
- To have corporate responsibility for the behaviour of students in accordance with the school's Behaviour Policy and procedures.
- To manage classroom and teaching equipment to create a positive, stimulating and safe learning environment which makes full use of all available resources.
- Implement the departmental policy regarding homework in conformity with the school's policy and informing parents as appropriate.

- To work closely with the head of department in the implementation and development of new curriculum initiatives.
- To attend and participate in meetings and training sessions and contribute to school decision making and consultation procedures as required.

### **Monitoring, assessment, recording, reporting**

- To follow the school and the Department's Assessment Policy.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor students' work as per school policy and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- Prepare and present informative reports to parents.

### **General Tasks**

- Be aware of and comply with all Co-op Academy Trust policies and procedures.
- Adhere to our school values: Do what matters most; Show you care; Be yourself, always; Succeed together.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others.
- Be aware of, and support, difference and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students.

### **Health & Safety Responsibilities**

All employees have the responsibility:

- To comply with safety rules and procedures laid down in their area of activity.
- 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.
- To use protective clothing or equipment as may be provided.
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To co-operate with the headteacher in the fulfilment of the objectives of the academy's Health and Safety policies

## Note

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the Academy. The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document and should be read in conjunction with the job description for a classroom teacher.

## 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)
<b>Qualifications</b> <ul style="list-style-type: none"><li>Qualified Teacher Status (QTS)</li><li>A degree in related subject</li><li>Permitted to work in the UK</li></ul>		(A)
<b>Experience</b> <ul style="list-style-type: none"><li>Successfully teaching across the secondary age and ability using a variety and range of teaching and learning styles.</li><li>Successfully teaching Business &amp; Media in one or more UK state secondary schools at both Key Stages 3 and 4 as a qualified teacher</li><li>Using data to inform teaching.</li><li>Understanding what outstanding teaching looks like.</li></ul>		(A) (I)
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"><li>Excellent classroom practitioner with a real passion for</li></ul>		(A) (I)

<p>the subject and an ability to communicate that passion.</p> <ul style="list-style-type: none"> <li>• Strong interpersonal, written and oral communication skills</li> <li>• Good organisational skills</li> <li>• Ability to plan, organise and adapt.</li> <li>• Excellent IT skills</li> <li>• Genuine passion and belief in the potential of every student</li> <li>• The ability to demonstrate unconditional positive regard towards young people</li> <li>• Commitment to the responsibility for and practices concerned with the safeguarding and promoting the welfare of young people.</li> </ul>		
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Enjoy working with children</li> <li>• The ability to build good relationships with children and adults</li> <li>• Patience</li> <li>• Flexibility and creativity</li> <li>• Resilient</li> </ul>		(A) (I)

**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. This post is subject to an enhanced DBS check with appropriate children's and/or adults barred list check. A person who is included in the children's or adults barred list commits an offence if they engage in regulated activity from which they are barred.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.

**Co-op Academies Trust** is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships