

## Temporary Teacher of Maths & IT

Salary / grade range	Teachers main scale / upper pay scale
Location	Co-op Academy Stoke-on-Trent
Reports to	Head of Maths & Creative Technology Faculties.

### Purpose of role:

- Implement and deliver an appropriately broad, balanced, relevant and scaffolded 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 and 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 Academy's responsibility to provide and monitor opportunities for academic and personal growth

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

*To undertake an appropriate programme of teaching in accordance with the duties of a standard main scale teacher, at all times meeting the 'teaching standards'*

- To teach students according to their educational needs, including the setting and marking of work carried out by the student in the Academy 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 Academy subject specialism(s) are reflected in the teaching and learning experience of students.
- To incorporate independent learning and spiritual, moral, social and cultural education into the learning experience of the students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students; which meets both internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to the student's 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 school procedures.
- To mark, grade and give written/verbal feedback and diagnostic feedback as required.

### 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 Faculty and Department's development plan and its implementation.
- To plan and prepare courses and lessons.

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching; which complements the Academy's strategic objectives.
- To contribute to the Academy's planning activities.

#### Quality Assurance:

- To help to implement Academy quality assurance procedures and to adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum area(s)/department(s) in line with the agreed Academy 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 schemes 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 of 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.

#### Communications:

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

#### Marketing and Liaison:

- To take part in marketing and liaison activities such as Open 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 ordering and allocation of equipment and materials.
- To assist the Head of Department 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, the department and the students.

#### Pastoral System:

- Follow the guidelines set out in the Academy's safeguarding policy in order to safeguard all students.
- To be a tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Community Group as a whole.
- To liaise with a Head of Year and Head of House to ensure the implementation of the Academy's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance 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 with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and Enterprise according to Academy policy.
- To support the Academy in meeting its legal requirements for worship.
- To apply the behaviour management systems so that effective learning can take place.

## 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>University graduate</li> <li>Postgraduate teaching qualification (or equivalent)</li> <li>Qualified Teacher Status or training to gain QTS.</li> </ul>		A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>Knowledge and understanding of current teaching and learning developments.</li> <li>Understanding of the latest teaching and learning in the area of expertise.</li> <li>Ability to plan and resource medium and long-term schemes of work.</li> <li>Experience of delivering subject to both Key Stages Three and Four.</li> </ul>		AI AI AI AI
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Evidence of impact on student achievement.</li> <li>Ability to track, monitor and intervene with a class of students.</li> <li>Motivate and inspire staff and students.</li> <li>Analyse and interpret student data.</li> <li>Excellent verbal and written communication skills and able to communicate effectively with a range of stakeholders.</li> </ul>		I I I I I I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Must be committed to the safeguarding of all students.</li> <li>Resilient.</li> <li>Able to work under pressure and a determination to succeed</li> <li>Passionate about teaching and learning.</li> <li>Willingness to learn and develop new skills.</li> <li>A commitment to excellence.</li> <li>Ambition for further development and promotion</li> </ul>		AI AI AI AI AI AI AI

Personal attributes required (based on job description):		
<ul style="list-style-type: none"><li>• Able to demonstrate a commitment to the behaviours and values of the co-operative movement.</li></ul>		