

## **Job Description**

**Job Title:** Teacher of History

**Location:** Aylward Academy

**Reports to:** Head of Department

### **Purpose of the Role:**

- To implement and deliver an appropriately 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 school's responsibility to provide and monitor opportunities for personal and academic growth.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Responsibilities:**

#### **Teacher**

- Setting high expectations which inspire, motivate and challenge pupils
- Managing behaviour effectively to ensure a positive and safe learning environment
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school 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 school subject specialism(s) are reflected in the teaching/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 student needs and demands of the syllabus.
- To maintain discipline in accordance with the school'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 and diagnostic feedback as required. The provision of a full learning experience and support for students
- Liaising with Principal, Senior Leadership Teams, and Directors of Learning, teaching, support staff, LA representative's external agencies and parents.

### **Operational and 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.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

### **Curriculum Provision**

- To assist the Head of Department in ensuring the curriculum area provided a range of teaching

### **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 schools Mission and strategic objectives.

### **Staffing**

- 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 appraisal 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 school.

### **Quality assurance**

- To help to 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 school 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 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 academy 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 co-operate with persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.
- To contribute to the development of effective subject links with external agencies.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.

### **Management of resources**

- To contribute to the process of the 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 co-operate 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.
- To liaise with a pastoral leader to ensure the implementation of the academy's pastoral system.
- To register students, accompany them to assemblies, encourage their full 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 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 the 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 British modern values and enterprise according to school policy
- Modelling the Aylward Citizen in daily interactions with students and adults

### **Other specific duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified the Principal not mentioned in the above.
- To comply with personal safeguarding responsibilities including prevent.
- The progress and development of every pupil in their class, including those with SEND
- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer

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

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline 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.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees 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. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title: Teacher of History**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Qualified to degree level with QTS</li> <li>• Evidence of relevant further professional development.</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Accurate and up to date knowledge of issues in teaching and learning including learning styles, assessment for learning and examination specifications</li> <li>• An excellent classroom practitioner</li> <li>• Successful experience of working with Students with social, emotional and behavioural challenges</li> <li>• ICT literate</li> <li>• An ability to use data to understand target setting and track Student progress/apply appropriate intervention</li> </ul>	



		<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to plan, prioritise, delegate, organise self and others; manage, monitor, evaluate and review one's own work and that of others</li> <li>• Ability to work on own initiative and in teams</li> </ul>	
<b>Skills</b>			
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>• Knowledge and experience of strategies to support students with social, emotional and behavioural challenges</li> <li>• Knowledge of SIMS management systems as used in schools</li> <li>• Understanding of and achievement in application and dissemination of good practice in curriculum provision</li> </ul>	

<b>Personal Characteristics</b>	<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Excellent attendance and punctuality</li> <li>• Enthusiasm, personal dynamism, determination and stamina</li> <li>• Integrity, tact, reliability, emotional resilience, self-confidence and personal presence</li> <li>• A commitment to professional standards, quality and continuous improvement</li> <li>• Ability to manage the often conflicting demands of the post</li> </ul>	
	<b>Values</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and</li> </ul>	





		<p>Barring Service Check</p> <ul style="list-style-type: none"><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	
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