



# **Magna Academy Poole**

an Aspirations Academy

## **Key Stage 3 Teacher - Year 7 Tutor**

### **Job Description**

Teaching staff are directly accountable to the Principal with line management and mentoring from experienced and qualified staff within the academy in accordance with career stage. Under the general supervision and guidance of the Principal, teachers are responsible for preparing lesson plans and educating students. Teachers will plan in teams supported by the senior leadership team and subject leaders to deliver an applied curriculum that reaches all students with engaging, purposeful learning experiences. Teachers are responsible for creating and maintaining a learning environment that guides and encourages students to develop and fulfil their academic potential and accomplish the learning goals of the academy.

### **The main focus of the role is to:**

- Carry forward the Aspirations Trust and Livingstone Academy vision and values.
- Support the continuous and consistent Aspirations trust-wide focus on raising achievement and improving student outcomes.
- Deliver high quality teaching and learning and support the culture of excellence, challenge and inclusion.
- Set high standards of professionalism, ensuring that the classroom is well planned, tidy and provides a bright and stimulating environment in which children can learn.

### **Purpose:**

- To raise standards of student attainment and achievement within your specialist subject and support student progress
- To be accountable for groups of student progress and development
- To develop and enhance the teaching practice of others by the sharing of excellent practice
- To facilitate and encourage a learning experience which provides students with the
- opportunity to achieve their individual potential
- To share and support the Academy's responsibility to provide and monitor opportunities for
- personal and academic growth

## **Operational and Strategic duties:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the specialist subject area
- 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
- To attend all appropriate meetings

## **Curriculum Duties:**

- To liaise with the Head of your specialism and Senior Leadership Team (SLT) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the vision of the Academy
- To assist the Head of your specialism with the development and delivery of the subjects in the curriculum area.
- 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 Aim and Strategic Objectives
- To keep up-to-date with national developments in the curriculum area, teaching practice and methodology

## **Staff Development Responsibilities:**

- 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

## **High Standards Maintenance:**

- To help to implement academy quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with 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 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 Responsibilities:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (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
- To support the subject coordinator in monitoring data and progress across the team

## **Managing Effective 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 within the academy
- To take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

## **Resource Management:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Head your specialism 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, subject area and the students

## **Student Support Duties:**

- 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 the Head of your specialism 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 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 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 and enterprise according to academy policy
- To apply the Behaviour Management systems so that effective learning can take place

## Teaching Duties:

- To undertake an appropriate programme of teaching in accordance with the teachers standards
- To plan and prepare course and lessons
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups 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 that will stimulate learning appropriate to student 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, the subject area and academy procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

## Other Duties:

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the academy's corporate policies
- To comply with the academy's health and safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the academy's dress code
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

## General:

- 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.

## Conditions of Service

- Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by Aspirations.

## **Safeguarding /Health and Safety**

- Know and understand the health and safety requirements, including where to obtain expert advice, and ensure there is a safe working environment in which risks are properly assessed and risk assessments are completed.
- Undertake safeguarding training as directed as part of the role
- Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the department to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such conviction/s.

## **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.