

Dovecote School Job description: IT and English Teacher

Dovecote school is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job Title	IT and English Teacher
Hours	40 hours p/w
Salary	Competitive Salary
Responsible to	Head Teacher
Responsible for	Teaching staff and LSAs
Purpose of Job	High-quality teaching Effective use of resources Improved standards of learning and achievement for all

DOVECOTE SCHOOL VISION

1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals.
2. The learning process is active
3. The learning community is underpinned by environmentally sustainable values and practices
4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies.
5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future

WE VALUE	WE AIM TO
LEARNING	Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers.
INCLUSION	Offer a broad, balanced curriculum that is relevant and accessible for all children
ACHIEVEMENT	Celebrate the achievements and successes of each individual
COMMUNICATION	Ensure everyone has a voice and their contribution is valued
RESPONSIBILITY	Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation
REFLECTION	Improve future performance through the continuous evaluation of our practice

CREATIVITY	Think outside the box and try new ideas to continuously raise standards
COMMUNITY	Foster positive working relationships with parents/carers, multi-agency professionals and the local community
ENVIRONMENT	Protecting our future and our planet
DIVERSITY	Promote tolerance and respect for individual differences, abilities, needs and beliefs
WELL-BEING	Create a safe, caring environment in which everyone is healthy, happy and ready to learn
TRANSITION	Equip children and families with the knowledge, skills, independence and resilience to face future challenges

Main purpose

The subject teacher will ensure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

The teacher will have the knowledge and skills to deliver GCSE and BTEC IT and English.

AIMS AND OBJECTIVES

To provide the highest quality of education, care, and preparation for life for all students in the school.

- To implement and deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students with support from teaching staff.
- 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.
- To contribute to raising standards of student attainment and behaviour
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Duties and responsibilities

Strategic direction

- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject.
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims

- Work with the special educational needs coordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively

Main Duties and responsibilities

- To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress.
- To share in the preparation and delivery of SMSC elements in all lessons across the curriculum
- Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity
- Impart knowledge and develop understanding through effective use of lesson time
- To maintain an up-to-date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy and the correct use of standard English, whatever the teacher's specialist subject reflect systematically on the effectiveness of lessons and approaches to teaching
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired on a regular basis according to the school homework policy
- To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities
- To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery.

Management and assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Use relevant data to monitor progress, set targets and plan subsequent lessons
- Be accountable for students' attainment, progress and outcomes
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- To register each class using the electronic registration system or paper system according to school procedures.
- To take responsibility for the safe keeping of the electronic folder or laptop used for registration etc.

- Work with and manage challenging behaviour, enabling students to develop from needing external control, developing self-control
- To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy.
- To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience.
- To monitor and control the use and storage of teaching materials, books and equipment.
- To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.

Communications and Meetings

- Communicate effectively with parents with regard to students' achievements and well-being.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- To alert Head and SLG and other staff to problems arising with individual students in accordance with whole school policies.
- To participate actively in meetings with colleagues and parents/Carers.
- To attend INSET sessions and working parties related to new initiatives in teaching and learning.

Efficient and effective deployment of resources

- Provide support with textbooks and library books in subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the students.
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home due to coronavirus

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This post is covered by the Childcare Disqualification Regulations 2018. We are committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be subject to a fully Enhanced DBS.

Person specification

	ESSENTIAL	DESIRABLE
Personal Attributes	• Be responsive and reflective • Be accountable, honest and reliable • Provide individuals with confidence, inspiration, direction and guidance • Understanding and empathy with the work of the school • Self-motivate with a positive attitude • Develop innovative solutions	
Job Skills	• Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. • Ability to prioritise • Ability to use IT: Microsoft Word and Outlook, • Strong organisational skills • Attention to detail • Ability to work collaboratively and co-operatively with all professional colleagues and students • Hold a full UK driving license.	• Influencing and negotiation skills
Knowledge	• Knowledge and understanding of the principles of team work • Non-discriminatory practice • Working as part of a team • Good understanding of Safeguarding legislation, policy and procedures. • Ability to deal with complex and challenging behaviour • Expert knowledge of the National Curriculum, particularly the [insert subject name] curriculum • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the subject • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others	• Working with children and young people who have experienced trauma. • Understanding SEN YP • Working within a AS framework

Experience	• Working individually and within a team • Leading, supervising and managing teams • Building and maintaining effective working relationships • Ability to tailor teaching and learning to the needs of individual students • Ability to lead and coordinate effectively •	• Working with SEN young people • Successful experience of subject leadership
Qualifications	• Full Manual UK Driving License • Qualified Teacher Status. • Degree in relevant subject area. • To aspire to be an outstanding classroom practitioner. • Strong current subject knowledge. • Relevant Teaching Qualification • Willingness to work towards further qualifications as required	• Emergency First Aid in the Workplace • Team Teach or similar
Training	• Commitment to personal and professional development. • Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback	
Working Conditions	• The ability to be physically able to perform your duties as recognised in Team Teach • A satisfactory DBS will be required for all employees	

Notes:

This job description may be amended at any time in consultation with the postholder.