

## Job Description – KS3 Teacher (English and IMYC)



<p><b>Purpose</b></p>	<p>TradeWinds Academy is in the process of expansion and, in September 2024, will offer provision for Year 7, 8 and 9. We are looking for enthusiastic and versatile teachers to join our team. The successful candidate will teach English and/or IMYC subject areas in Lower Secondary. Flexibility and versatility are essential to this role.</p>
<p><b>Duties and Responsibilities</b></p>	
<p><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>• Deliver the relevant KS3 and IMYC curriculum</li> <li>• Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate</li> <li>• Be accountable for the attainment, progress and outcomes of pupils’ you teach</li> <li>• Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn</li> <li>• Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them</li> <li>• Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)</li> <li>• Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions</li> <li>• Make accurate and productive use of assessment to secure pupils’ progress</li> <li>• Give pupils regular feedback</li> <li>• Use relevant data to monitor progress and plan subsequent lessons</li> <li>• Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate</li> <li>• Participate in arrangements for examinations and assessments</li> <li>• Ensure the classroom environment is purposeful, organised and promotes learning.</li> </ul>
<p><b>Behaviour and Safety</b></p>	<ul style="list-style-type: none"> <li>• Establish a safe, purposeful and stimulating environment for pupils, in line with the school’s ethos</li> <li>• Manage behaviour in line with the schools behaviour policy and introduce additional strategies where necessary</li> <li>• Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils</li> <li>• Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary</li> <li>• Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils</li> <li>• Have high expectations of behaviour, promoting self-regulation and independence of all learners</li> <li>• Carry out playground and other duties</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school procedures</li> </ul>

## Job Description – Class Teacher

<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Work closely with IMYC colleagues to ensure quality and consistency across different year groups and subject disciplines</li> <li>• Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies</li> <li>• Play an active role in staff meetings</li> <li>• Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them</li> <li>• Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments</li> <li>• Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil</li> <li>• Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school</li> <li>• Cover for absent colleagues as necessary</li> </ul>
<b>Wider Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with others to develop effective professional relationships</li> <li>• Deploy support staff effectively as appropriate</li> <li>• Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems</li> <li>• Communicate and co-operate with relevant external bodies</li> <li>• Organise and promote Class, Milepost or Whole-school events</li> <li>• Make a positive contribution to the wider life and ethos of the school</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being</li> <li>• Refining approaches where necessary responding to advice and feedback from colleagues</li> <li>• Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of professional development conversations</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Register attendance and supervise learners, before, during or after school sessions as appropriate</li> <li>• Participate in and carry out any administrative and organisational tasks</li> <li>• To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality</li> <li>• Perform any reasonable duties as requested by school leadership</li> </ul>