

## JOB DESCRIPTION

**Position:** Teacher  
**Reporting to:** Head of Department  
**Pay Scale:** UTC Oxfordshire Qualified Teachers (£23,755 - £34,313)  
UTC Oxfordshire Unqualified Teachers (£17,949 - £27,979)  
Recruitment, retention and relocation allowances available for the right candidate, development and progression opportunities are available as we continue to grow.

### Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the UTC's policies under the direction of the Principal.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

### Areas of Responsibility and Key Tasks

#### 1. Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- 1.1. Identifying clear teaching objectives and specifying how they will be taught and assessed;
- 1.2. Setting tasks which challenge students and ensure high levels of interest;
- 1.3. Setting appropriate and demanding expectations;
- 1.4. Setting clear targets, building on prior attainment;
- 1.5. Be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs;
- 1.6. Providing clear structures for lessons maintaining pace, motivation and challenge;
- 1.7. Making effective use of assessment and ensure coverage of programmes of study;
- 1.8. Ensuring effective teaching and best use of available time;
- 1.9. Maintaining discipline in accordance with the UTC's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- 1.10. Use effective questioning, listen carefully to students, and give attention to errors and misconceptions
- 1.11. Select appropriate learning resources and develop study skills through library, ICT and other sources;
- 1.12. Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- 1.13. Evaluating own teaching critically to improve effectiveness;
- 1.14. Ensuring the effective and efficient deployment of classroom support;
- 1.15. Liaise with the Subject Leader to ensure the implementation of department policy and best practice.

## **2. Monitoring, Assessment, Recording, Reporting**

- 2.1. Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- 2.2. Mark and monitor students' work and set targets for progress;
- 2.3. Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- 2.4. Undertake assessment of students as requested by examination bodies, departmental and school procedures;
- 2.5. Prepare and present informative reports to parents;
- 2.6. Undertake assessment of students and participate in the school's system reporting to parents.
- 2.7. Pastoral Duties
- 2.8. Be a mentor to an assigned group of students;
- 2.9. Promote the general progress and well-being of individual students and of the form tutor group as a whole;
- 2.10. Liaise with the Pastoral Leader to ensure the implementation of the UTC's pastoral system;
- 2.11. Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- 2.12. Contribute to the preparation of action plans and progress files and other reports;
- 2.13. Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- 2.14. Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- 2.15. Contribute to PSHE and citizenship and enterprise according to school policy.

## **3. Other Professional Requirements**

- 3.1. Operate at all times within the stated policies and practices of the UTC;
- 3.2. Know subject(s) or specialism(s) to enable effective teaching;
- 3.3. Take account of wider curriculum developments;
- 3.4. Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- 3.5. Endeavour to give every student the opportunity to reach their potential and meet high expectations;

Contribute positively and effectively to the Every Child Matters agenda; co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the UTC, department and students;

- 3.6. Contribute to the corporate life of the UTC through effective participation in meetings and management systems necessary to coordinate the management of the school;
- 3.7. Take part in marketing and liaison activities such as open evenings, parents evenings, Review days and events with partners;
- 3.8. Take responsibility for own professional development and duties in relation to UTC policies and practices;
- 3.9. Liaise effectively with parents and governors.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

## PERSON SPECIFICATION

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant degree</li> </ul>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Relevant further degree, further relevant professional studies</li> <li>Relevant professional body memberships</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>A good Teacher</li> <li>A good understanding of how IT can support and enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>An outstanding teacher</li> <li>Experience of innovative and successful collaboration with business and the community</li> <li>Commercial experience.</li> <li>Pastoral experience for students</li> <li>Experience of use of innovative approaches to development of teaching and learning</li> <li>A track record of raising standards with students of all abilities in a challenging environment</li> </ul>
Equality issues	
Essential	Desirable
<ul style="list-style-type: none"> <li>Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education</li> <li>Ability to integrate equality policies into service delivery and employment practices</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of appropriate national standards</li> <li>Understanding of multicultural issues in the context of a secondary school</li> </ul>

Knowledge/skills/abilities	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent understanding of the subjects qualified to teach</li> <li>• Knowledge and understanding of current curriculum developments</li> <li>• The ability to analyse and interpret student performance data and set challenging and realistic targets</li> <li>• Ability to create an ethos and which enables all students to achieve their potential</li> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to challenge self, staff and students to develop new outcomes through an entrepreneurial attitude</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to form relationships with stakeholders</li> <li>• Ability to work effectively with members of local industry and the community</li> </ul>
Other requirements	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Good communications and ambassadorial skills</li> <li>• Ability to prioritise</li> <li>• A 'can do' attitude</li> <li>• Must be able to maintain the right work/life balance</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to turn hand to anything during early phases</li> </ul>

**Please see advert**

### **Salary**

UTC Oxfordshire Qualified Teachers (£22,952 - £33,153)

UTC Oxfordshire Unqualified Teachers (£17,342 - £27,033)

Recruitment, retention and relocation allowances available for the right candidate, development and progression opportunities are available as we continue to grow.

### **Pension**

Teachers' Pension Scheme.

### **Holidays**

Teachers at UTC Oxfordshire will work a total of 205 days in each academic year. This will be made up of 190 Teaching Days during the published term time, 5 days of whole staff training and 10 further days to be agreed annually with the Principal.

### **Working hours**

The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role. The normal working day will be 8.15am to 5.15pm on Monday to Thursday with a 4.45pm finish on a Friday.

### **Previous employment**

Any previous continuous local government service covered by redundancy payments (Local Government Modification Order) will be part of your continuous employment for redundancy pay purposes.

### **Place of work**

The main place of work will be Greenwood Way, Great Western Park, Didcot, Oxfordshire. As part of your duties, you may be required to travel within the United Kingdom or further afield. Such travel may include attendance at conferences or seminars or meetings.

### **Travel to work**

As part of your Contract of Employment you should live within reasonable travelling time/distance of the UTC to fulfil the requirements of the role.

### **Health check**

Confirmation of appointment to the post will be contingent on a satisfactory health check.

### **References**

Confirmation of appointment is also subject to satisfactory references.

### **Background**

In accordance with the criteria defined in and the provisions of the joint Home Office/ Department of Education and Science circular Protection of Children; 'Disclosure of Criminal background of those with access to children' dated 17th July 1986; the appointment is subject to a check by Criminal Records Bureau in respect of any possible criminal convictions.

The Employee warrants as follows:

- 1) The post holder will disclose to the Employer any previous criminal convictions that he/she may have and which are not spent within the meaning of section 1 of the Rehabilitation of Offender's Act 1974 (Exceptions) Order 1975 9for example, where the Employee is involved in the teaching, supervising or training of persons under the age of 18.
- 2) That the post holder will disclose to the Board of Governors immediately upon conviction, the fact that he/she had been convicted of any offence during the period of his/her employment.

AND

In the event that the Employee fails to disclose any convictions in accordance with paragraphs 1 and 2 above, such failure to disclose may be deemed by the Board of Governors to be gross misconduct.

### **The Application Process**

All applications must be submitted using the UTC Oxfordshire Application Form. Email all completed forms and your supporting letter to: [Alice.Biddiscombe@utcoxfordshire.org.uk](mailto:Alice.Biddiscombe@utcoxfordshire.org.uk)