

Job description – PE Teacher

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

Summary of the role:

To improve outcomes, transform lives and enable social mobility

- To live the vision and values
- 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 academy's responsibility to provide and monitor opportunities for personal and academic growth

Line Management responsibility for	N/A
Main duties and responsibilities:	<p>Teaching</p> <ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy 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 academy 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 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 <p>Operational/Strategic Planning</p> <ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work,

marking policies and teaching strategies in the subject area

- To contribute to the subject area's Development Plan and its implementation
- To attend all appropriate meetings
- To plan and prepare courses and lessons
- To contribute to the whole academy's planning activities

Staff Development: Recruitment/Deployment of Staff

- 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

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 subject area inline 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 of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (Arbor), 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 people or bodies outside the academy
- To follow agreed policies for communications in the academy

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Subject Lead to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure the sharing and effective usage of resources to the benefit of the academy, subject area 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
- To liaise with the Subject Lead and Head of Faculty 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 student progress 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 make recommendations for 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

Vision and Values

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- 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 support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the Trust's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Trust policies and procedures,

	particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
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Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application Certification Interview References
Qualifications	<ul style="list-style-type: none"> • DfE recognised Qualified Teacher Status • Graduate in relevant subject 	<ul style="list-style-type: none"> • Relevant CPD 	Application Certification
Experience	<ul style="list-style-type: none"> • Successful teaching experience at secondary level (can be teaching practice) • Strong teaching ability backed up by good and outstanding outcomes • Tailored teaching that challenges and supports students • Experience of writing lesson plans, developing resources and assessing students work 		Application Interview References

Area	Essential	Desirable	Method of assessment
Knowledge & Skills	<ul style="list-style-type: none"> • High expectations which motivate and challenge students • Excellent subject knowledge • Understanding of the secondary curriculum • Understanding of how students learn • Highly tailored planning using scheme of work • Effective use of formative assessment • Behaviour management to support a disciplined and joyful culture • Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers • Understanding the importance of being a Tutor • Good level of ICT skills 	<ul style="list-style-type: none"> • Understanding of what makes an Orion Education academy different and successful • SEND theory and practice 	<p>Application</p> <p>Interview</p> <p>References</p>

Area	Essential	Desirable	Method of assessment
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Values driven • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to safeguarding • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students • Commitment to the full life of the academy 	<ul style="list-style-type: none"> • Willingness to offer extra-curricular provision 	<p>Application</p> <p>Interview</p> <p>References</p>