



# Job Overview

<b>Academy</b>	King's Lynn Academy
<b>Site</b>	Queen Mary Road, King's Lynn, PE30 4QG
<b>Start date</b>	01 September 2024
<b>Reporting to</b>	Principal
<b>Salary</b>	MPS/UPS
<b>Hours per week</b>	32.5
<b>Weeks per annum</b>	Term-time
<b>Contract Type</b>	Permanent

EMAT is committed to promoting a diverse and inclusive community a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, employee support services to welcome and support staff from different backgrounds. Our ambition is to work together to promote a more inclusive environment and signal our commitment to celebrate and promote diversity and welcome part time or flexible working applicants.

# How to Apply

Please complete the online application process and note that all information within your application will be treated confidentially.



EMAT is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion / belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Any appointments will be subject to satisfactory medical checks, references and an enhanced DBS check including the Children's Barred List.

# Job Description

**Post Title:** Teacher  
**Salary:** MPS/UPS

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## **Main Purpose**

To develop and implement a strategy for maximising achievement within the department, whilst developing high standards of engaging teaching and learning, developing staff skills and evolving a distinct and exciting curriculum through a collaborative approach. To ensure that the department operates in an efficient and professional manner in all of its work and that its priorities link closely to the strategic aims and plans of the Academy as a whole.

## **Main Accountabilities**

### **Curriculum**

Setting high standards on all areas of teaching and learning within the department, including assessment, recording and reporting and collaborating with senior leaders and colleague middle managers as required.

Implementing the introduction and subsequent development of new technologies to support students learning and achievement.

Leading the department development plan, its construction, targets, implementation and review.

Ensuring that the learning environment is of a high quality and that flexibilities within the learning spaces are used to their full potential.

Managing the finance and resources of the department in accordance with Trust policy and the principles of Best Value.

To contribute to schemes of work and curriculum materials for the appropriate subject.

To plan effective lessons matching the design of the lesson to the ability of the students.

Have high expectations of students, based on a sound knowledge of their prior and potential attainment.

To take account of the need for progression in students' learning experience.

To ensure effective whole class, group or individuals learning opportunities for students.

To set high standards of expectations of students' behaviour through good classroom discipline, focused teaching and productive relationships.

To set and assess homework as an integral part of students' learning.

To use opportunities to reinforce literacy, ICT and numeracy skills within teaching.

To use enterprising and innovative approaches to teaching and learning when appropriate and in accord with Subject, Department and Academy Policy.

# Job Description continued

## **Monitoring and Evaluation**

To give clear and constructive feedback to students on how to move towards the next level or grade.

To implement all subject, Department and Academy Policies regarding assessment, recording and reporting.

Developing effective student voice

Raising standards of achievement and attainment within the department through a rigorous learning strategy.

Monitoring and improving the quality of teaching and learning as it affects students within the department.

## **Personal**

Working with other Department Heads as a dynamic collaborative group to develop the Academy strategically.

Line management of department colleagues

To work as a team member, identifying opportunities for working with colleagues and sharing good practice.

To set an example to students and colleagues in work ethic, conduct, dress code, punctuality and attendance and promoting and celebrating the ethos of the Academy

Leading the development of a learning culture within the department

Anticipating, planning and making provision for future demands

Identifying the need for and leading the process of innovation, change and improvement.

Providing challenge, support and help to all members of the department to ensure that it is succeeding in meeting the needs of learners in respect of improving standards.

Managing a continuing professional development policy within the subject area.

Ensuring that all newly qualified teachers and new staff to the department are properly prepared to work within the subject through induction and oversight during their first year.

Constructing and updating the department handbook and other documentation required.

To take responsibility for one's own professional development and keeping up to date in subject expertise and teaching skills.

To maintain effective working relationships with teaching and support staff.

To be a form tutor to a group of students and be responsible for the pastoral care as appropriate.

To keep an accurate register of attendance and encourage excellent punctuality and attendance.

To liaise with parents as appropriate.

# Job Description continued

## **General**

Working with other department leaders, within the Academy, locally and further afield, to explore and share best practice

To be committed to the development and implementation of the Academy Ethos, Vision, Policies and Practice.

To comply with the requirements of the Data Protection Regulations and ensure confidentiality is maintained

Ensure appropriate responses in respect of child protection and safeguarding issues.

To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.

Undertake such other duties as may be reasonable requested by the Principal and/or Chief Executive.

# Personal Specification

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore, bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-  
 A = Application I = Interview P = Presentation T = Test

	Criteria	Essential	Desirable	Assessment Stage
Qualification	Good degree in relevant subject area	✓		A
	Teaching qualification	✓		A/I
	NQTS/QTS Status	✓		A/I
Knowledge, Understanding and Experience	Secondary classroom experience	✓		A/I
	Experience as assistant head of department/ head of department		✓	A
	Awareness of strategies available to improve the learning and achievement of all students	✓		A/I
	Evidence of successful leadership and management including project management and people management		✓	I

	Criteria	Essential	Desirable	Assessment Stage
	Ability to use student-level data to set ambitious individual and team targets	✓		I
	Successful in improving standards of teaching and learning		✓	I
	Good understanding of curriculum developments within subject area	✓		I
	Finance and resource management experience		✓	I
	Contribution to raising standards in teaching and learning to improve achievement.		✓	A/I
	Ability to use a range of teaching and learning strategies	✓		A/I
	Knowledge of current issues and developments in education	✓		A
	Confident user of standard IT packages, particularly when used to enhance student learning	✓		A/I
	Interest and participation in extra-curricular activities		✓	A/I

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	Criteria	Essential	Desirable	Assessment Stage
Personal and Professional Qualities	<b>Commitment to supporting learning</b>	✓		I
	Organised and methodical approach	✓		A/I
	Ability to share knowledge/ skills with all ranges of abilities	✓		A/I
	Enthusiastic and engaging approach	✓		A/I
	Ability to work collaboratively as part of a team and on own initiative	✓		A/I
	Creative in problem solving and willing to take on and try new approaches and ideas	✓		A/I
	Able to relate to students in a pleasant and sympathetic manner and recognise potential child safeguarding issues	✓		A/I

	Criteria	Essential	Desirable	Assessment Stage
	Proven positive impact on team dynamics and development		✓	I
	Able to challenge and motivate others to improve performance	✓		I
	High standards of integrity and a positive role model for students and staff	✓		I

Able to communicate with students and their parents/ career's both verbally and inwriting	✓		A/I
Capacity for hard work and the ability to overcome challenges	✓		A