



AVANTI HOUSE

Job Description and Person Specification

Main Scale Teacher

START DATE	January 2017/April 2017 or sooner
POST TITLE	Main Scale Teacher
SCHOOL	Avanti House School
SALARY and GRADE	M1 – M6 or UPS
REPORTS TO	Principal/Deputy Principal/Head of Department
APPLICATION DEADLINE	Noon on Friday 2 nd December 2016

Job Purpose and Objectives

- The responsibilities specified in the following job description are in accordance with those specified in the School Teachers' Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning.

Main Duties and Responsibilities

Teaching

- Responsible for the education and welfare of designated classes/groups of pupils at the direction of the Principal, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the requirements of the National Curriculum, the School's aims, objectives and schemes of work and the policies drawn up by the GB, as well as contributing to the ethos of the School.
- Plan and prepare courses and lessons as directed.
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in School and elsewhere.
- Assess, record and report on the development, progress and attainment of pupils where appropriate.
- To raise the profile of the subject within the school as one of its specialisms.

Other Activities

- Promote the general progress and well-being of individual pupils and any class or group assigned.
- Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary. (including further education and future careers).
- Communicate and consult with the parents of pupils and with GB members.

Avanti Schools Trust is a private company limited by guarantee, and an exempt charity, registered in England and Wales under company registration number 07506598 with registered address: Camrose Avenue, Edgware, Middlesex, HA8 6ES. VAT registration number: 122 8491 20

“Avanti House School” is an academy school within the trust, and is effectively a trading name of the trust.



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- Communicate and co-operate with persons or bodies outside the School where appropriate.
- Participate in meetings arranged for any of the purposes described above.
- Participate in arrangements made for the performance management of yourself and that of other teachers.
- Perform particular duties as may be reasonably assigned to you by the Principal from time to time.

Assessments and Reports

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate.

Professional Development

- Review, from time to time, your methods of teaching and programmes of work with the school's Senior Leadership Team.
- Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.
- In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training

Educational Methods

- Advise and co-operate with the Principal and other teachers (or any one or more of them) in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health & Safety

- Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in the School.
- Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

Staff Meetings

- Participate in meetings, including preparation and delivery of reports, at the School which relate to the curriculum or to administration and organisation, including pastoral arrangements.

Cover

- Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.



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External Examinations

- Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and such examinations.

Management

- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Administration

- Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attend assemblies and/or acts of corporate school worship, as required.
- Mark form registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
- Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.

Additional Information

- Within the School we have the expectation that staff will be involved in out of school activities and educational trips and that staff will engage in accredited professional development.



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Selection Process

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications (hard copy or electronic) is **noon on Friday 2nd December 2016**

Applications can be downloaded at **www.avanti.org.uk/avantihouse**

Completed applications should be signed and posted to the site of the secondary school: *Avanti House School, Beaulieu Drive, Pinner, Middlesex, HA5 1NB*. Applications submitted by post must reach the school by the closing date above and should be written for the attention of: Mr M.A.Bennison – Principal.

Alternatively the application may be emailed to **mark.bennison@avanti.org.uk** but it will be required to be signed by the shortlisted candidate on the day of interview.

It is anticipated that shortlisted candidates will be contacted for interview by email, no later than **Monday (evening) 5th December 2016**.

For shortlisted candidates interviews will take place on **Thursday 8th December 2016**. In addition to tasks and the selection panel interview, you will also be asked to deliver a presentation and to face both a student panel and lead a student council meeting.

NOTE: The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal or nominated representative in consultation with the post-holder to reflect the changing needs of the school