

Doncaster UTC Job Description and Person Specification

Job title: Teacher of Graphics

Post description: Suitable for an NQT or an experienced teacher

Grade: MPS

Responsible to: Curriculum Director of Engineering

The Teacher of Graphics is responsible for:

- Working with the Curriculum Leaders to ensure the delivery of the curriculum to the highest possible standard.
- Deliver exciting and innovative lessons across all ages and abilities.
- Support the stated aims of the UTC as given in the Staff Handbook and UTC Development Plan.
- Operate within all school Policies.
- Carry out a share of school duties and extracurricular activities, including games where appropriate.

The key tasks of the role involve undertaking the duties detailed below.

Essential Requirements

- A degree in Design or a relevant subject area
- A qualified teacher (QTS) or a willingness to work towards QTS
- Excellent subject knowledge of Graphics
- Experience of Photoshop – Adobe Creative Cloud
- Good knowledge of special educational needs especially those within a mainstream school setting
- Ability to create exciting and innovative teaching and learning resources
- Ability to maximise student outcomes immaterial of student ability
- Excellent communication skills with students, parents and staff
- Ability to review and implement effective programmes of study in line with the examination specification requirements
- To keep abreast of relevant curricular and educational developments
- Monitoring of student progress
- Ability to contribute to the development of teaching and learning materials across the UTC

- Willingness to reflect on teaching practice and to be open to learning new ideas and techniques
- Commitment to regular and high-quality assessment and feedback
- Must be enthusiastic and able to motivate and inspire students
- Excellent ICT skills
- To manage student learning through effective teaching in accordance with Department schemes of work and policies
- To ensure continuity, progression and cohesiveness in all teaching
- To use a variety of methods and approaches which differentiate and stimulate to match curricular objectives and the range of student needs, and ensure equal opportunity for all students
- To set and mark regularly, (in accordance with the UTCs assessment and marking policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning
- To work effectively as a member of the department to improve the quality of teaching and learning
- To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement
- Interest in the use of new technologies in the classroom, such as iPads, Social Networks and eBooks
- Ability to work in an enthusiastic manner bringing new ideas and suggestions
- To use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem
- To support individual students and groups of students through attendance of such events as major extracurricular events

Evidence

- Letter
- Application form
- Interview
- Reference

Monitoring, Assessment, Recording, Reporting, and Accountability

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- To assess students' work frequently in line with departmental and school policy and use the results to inform future planning, teaching and curricular development.
- To be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- To monitor unexplained absences or patterns of absence, which should be reported immediately to the academic achievement leaders.

Evidence

- Letter
- Application form
- Interview
- Reference

Subject Knowledge & Understanding

- Essential to keep up to date with research and developments in pedagogy.
- Have very good standards of English and understand the importance of using standard English as part of their instruction.

Evidence

- Letter
- Application form
- Interview
- Reference

Professional Standards & Development

- To be a role model to students through personal presentation, dress and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To cover for absent colleagues as required and to assist with examination invigilation as requested.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School handbook and support all the School's policies.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the school's appraisal system and performance management procedures.
- To liaise effectively with parents and with other agencies with responsibility for students' education and welfare.
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- To undertake any reasonable task as directed by the Head or Senior Leader.
- To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- To be familiar with Education Health Care Plans.
- To consider the needs of all students within lessons (and to implement specialist advice) especially those who: have SEN; are gifted and talented; are not yet fluent in English.

Evidence

- Letter
- Application form
- Interview
- Reference

Competencies

- Good teaching skills and an interest in teaching and learning pedagogy.
- Good communication skills.
- Good interpersonal skills.
- The ability to work as part of a team.
- Strong administrative skills.
- Skills in mentoring students.

Evidence

- Letter
- Application form
- Interview
- Reference

Others

- An educational philosophy that values equal opportunities and the importance of the individual.

- A willingness to be self-evaluative and a desire for self-improvement.
- A positive approach and the belief that all young people can achieve, despite their ability.
- Flexibility.
- A desire to be a highly effective educationalist who is prepared to invest in themselves.

Evidence

- Letter
- Application form
- Interview
- Reference

N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Any other duties as reasonable required by your Head of Department or member of the Senior Management Team

**Doncaster UTC is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Baring Service.
Hunger**