

JOB DESCRIPTION

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Title:	Early Career Teacher of Business & Economics
Reports to:	Head of Business
Department:	SHAPE Department
Faculty:	SHAPE Faculty
Relationships:	
<p>The post holder is accountable to the Head of Department in all matters relating to this post. All staff are ultimately responsible to the Head & CEO. The post holder will work closely with an Hm as part of their pastoral responsibilities. The post holder will work alongside house and faculty team members and support the team when necessary.</p>	

Main duties and responsibilities:

Teaching and Learning

- To set high expectations which inspire, motivate and challenge pupils [TS1.1]
- To promote good progress and outcomes by pupils, ensuring the learning and development of pupils is effective, continuous and enables them to achieve the best results of which they are capable [TS1.2]
- To demonstrate good subject and curriculum knowledge [TS1.3]
- To plan, prepare and teach lessons across the age and ability range [TS1.4]
- To adapt teaching to respond to the strengths and needs of all pupils, including the needs identified on the School's formal registers (e.g. SEND, AS Tracking Welfare and Academic Progress). [TS1.5]
- To assess, monitor, record and report on the development, progress and attainment of pupils [TS1.6]
- To manage pupil behaviour effectively to ensure a good and safe learning environment [TS1.7]
- To ensure teaching and learning is delivered in a way that is compatible with and supportive of the School's policies
- To ensure the development of pupils' learning skills through the subject where relevant
- To develop pupils' ability to use digital technology safely, effectively and ethically

Faculty

- To develop and share teaching and learning resources
- To contribute to the development of the supra-curriculum
- To attend and contribute to faculty meetings, initiatives and events
- To contribute to the development of resources and displays which create a stimulating learning environment both in the physical and digital classrooms
- To contribute to the promotion and marketing of the subject, within the School and beyond

Professional Responsibilities

- To safeguard and promote the welfare of all young people at Bede's
- To fulfil wider professional responsibilities as defined by the Teachers' Standards [TS1.8]
- To take responsibility for improving their own professional practice by engaging in independent professional development alongside the School's formal professional development programme

- To identify and work towards professional development objectives in liaison with their Head of Department or Faculty; the objectives will support both their personal aspirations and the fulfilment of the faculty's development priorities
- To complete any mandatory training related to their job or required to fulfil the school's statutory or regulatory obligations
- To proactively explore developments and innovations in pedagogy and subject knowledge
- To demonstrate consistently high standards of personal and professional conduct [TS2]

Co-Curricular

- To contribute to the School's activity and weekend programmes
- To accompany pupils on trips away from the School

Values

- To promote the Trust's vision, mission and values, within the School and beyond
- To promote the inclusive ethos of the School by cultivating a culture of equality, diversity and kindness

Other Responsibilities

- To participate and promote the faculty and School at calendared school events
- To supervise and as far as practicable, teach, any pupils whose teacher is not available to teach them
- To fulfil their quota of evening and weekend duties
- To maintain professional standards as set out in the Department for Education's Teachers' Standards. Elements of this Job Description which reference those Standards (last updated in June 2013) are indicated in square brackets.
- To undertake such other reasonable duties from time to time as the School may reasonably require

Additional duties and responsibilities specific to this role:

- [This section should be completed where the subject role has specific additional responsibilities such as rehearsals, residential field trips, risk assessments etc.]

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Written by:

Sachin Choithramani

Assistant Head: Innovation & Development

April 2021

JOB DESCRIPTION

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Title:	Tutor
Reports to:	Hm
Relationships:	
The post holder is accountable to the Hm in all matters relating to this post. All staff are ultimately responsible to the Head & CEO. The post holder's direct line manager will be linked to their main role within the Trust. The post holder will work alongside the house team and support the team when necessary.	
Purpose:	
Our vision is for Bede's to be a place "where every child finds joy in their pursuit of brilliance". Outstanding pastoral care is fundamental to our ability to deliver this vision and achieve our mission of crafting a more joyful education for our pupils. The tutor's role within the house and tutoring system supports the school in:	
<ul style="list-style-type: none"> • Cultivating a vibrant learning environment, motivating pupils to pursue their individual best • Providing a festival of opportunity, enabling pupils to discover new passions and develop new talents • Building a kind-hearted community, inspiring pupils to enhance the lives of others. 	
Note:	
This job description outlines the main duties and responsibilities that a tutor will complete in addition to their core role within the Trust. It should be read together with the job description issued to the postholder as part of their core role.	

Main duties and responsibilities:

Pastoral Care

- To take full part in the pastoral life of the school as a tutor within the house system
- To assist tutees in obtaining suitable support (for example a request for personal guidance or help with a personal problem)
- To ensure pastoral care is delivered in a way that is compatible with and supportive of the School's policies
- To adapt pastoral care to respond to the strengths and needs of all tutees, including the needs identified on the School's formal registers (e.g. SEND, Welfare, AS Tracking and Academic Progress)
- To manage tutee behaviour effectively to ensure a good and safe learning environment
- To develop tutees' ability to use digital technology safely, effectively and ethically

Tutoring

- To meet with tutees regularly on a 1:1 basis
- To set high expectations which inspire, motivate and challenge tutees
- To promote good progress and outcomes by tutees, ensuring the learning and development of pupils is effective, continuous and enables them to achieve the best results of which they are capable
- To assess, monitor, record and report on the development, progress and attainment of tutees
- To ensure the development of pupils' learning skills

PSHE

- To deliver the PSHE programme to tutees
- To develop pupils' capacity for compassion, courage, curiosity and conscientiousness
- To support pupils' preparation and application for further education, training and employment

House

- To attend and contribute to house meetings, initiatives and events
- To contribute to the house's activity, evening and weekend programmes
- To contribute to the promotion and marketing of the house, within the School and beyond
- To identify and work towards professional development objectives in liaison with their Hm; the objectives will support both their personal aspirations and the fulfilment of the house's development priorities

Communication

- To communicate and consult effectively with colleagues with regard to pupils' learning, achievements and well-being
- To communicate and consult effectively with parents with regard to pupils' learning, achievements and well-being

Professional Responsibilities

- To safeguard and promote the welfare of all young people at Bede's
- To take responsibility for improving their own professional practice by engaging in independent professional development alongside the School's formal professional development programme
- To complete any mandatory training related to their job or required to fulfil the school's statutory or regulatory obligations
- To demonstrate consistently high standards of personal and professional conduct

Values

- To promote the Trust's vision, mission and values, within the School and beyond
- To promote the inclusive ethos of the School by cultivating a culture of equality, diversity and kindness

Other Responsibilities

- To participate and promote the house and School at calendared school events
- To undertake such other reasonable duties from time to time as the School may reasonably require

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

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