

Montem Academy



The Park Federation Trust



TAKE THE NEXT STEP IN YOUR CAREER



Montem Academy

The Park Federation



"The great thing about Montem is you are encouraged to progress in your career in a way that is designed to suit you- the possibilities are endless."

Nafisah Khan
Literacy Lead

Taking the Next Step

Taking the next step in your career can be a daunting prospect. Whilst the thought of promotion can be thrilling, the thought of failure can often hold you back.

At Montem Academy, a key strength is our ability to recognise those with the potential to achieve greatness and to help individuals to develop and enhance the skills and expertise that they bring to the profession. Through our expansive range of CPD opportunities delivered by both Montem Academy and The Park Federation Trust, we believe that everyone has the potential to experience success. With a wide range of career opportunities available both within the academy and across the trust, 'We believe that the next step in your career is just around the corner.'

Mrs Probert
Principal



"This is my second year as Year Team Leader and my journey is still continuing. At Montem Academy, the window of opportunity is always open - never closed."

James Ruane
Year 6 Year Team Leader

"The support and challenge I have received at Montem Academy, has enabled me to accomplish things, that I never dreamed possible."

Jenn Devine
Vice Principal

Montem Academy

Our Vision

Our Vision is provide the best learning experience for all of our pupils and staff to ensure that everyone has the opportunity to reach their full potential and aspire to achieve excellence. Our aim for colleagues is to create a learning organisation where all members of the school community are valued for their contributions to school life.



Our Golden Expectations.

Every Second Counts

Everyone is accountable

Everyone to Excel

No Excuses

Our Aims

The aims of our People Strategy are based on our values and beliefs.

We aim to:

- Attract and recruit the best staff nationally
- Develop and support our staff to fulfil their full potential.
- Retain and reward our staff through recognition of their contributions

Strategic Aim:

Strategic Objective:

Key Measure:

Attract and Recruit:

Recruiting the best staff is a key driver for the success of the school. Montem Academy strives to provide and achieve excellence. We believe that that success begins with attracting and recruiting the very best



Develop:

At Montem, we believe that continued professional development is crucial to the success of our school.

Training, supporting and development is essential in ensuring staff achieve their own personal goals and ambition and is therefore one of our core goals.

Our aim is for everyone to excel



Retain:

We strive to create an environment where all staff can grow and succeed.

Our aim is to ensure that everyone feels a sense of achievement in securing the very best for the academy



We will:

We will develop a reputation for providing quality professional development for all staff.

Develop a recruitment strategy which ensures that the needs of the school are met whilst meeting the aspirations of the applicant.

Provide a learning environment that is positive and ensures that the wellbeing of staff is valued.



We will:

Create career pathways to enable long term development and career aspirations

Create opportunities for staff at all stages of their career to learn and train together in a high performance culture

Invest in staff development so that we are able to provide opportunities for individuals to pursue their personal goals and ambition.

Ensure that all staff have the skills, knowledge and understanding to fulfil their roles successfully and are aligned to the schools goals



We will:

Recognise and reward talent by creating opportunities for career progression

Ensure that performance management cultivates talents and provides opportunities to grow and develop

Continue to identify and grow talent at all levels so that staff are empowered to excel

To continuously review our staffing structure so that greater opportunities for progression are available

Outcomes will be:

A vast number of our posts will be filled first time by experienced teachers and teaching assistants who are ambitious and dedicated

A number of those who applied for teaching assistant posts will be graduates who wish to enter the tech profession.



Outcomes will be:

All staff members will be provided with support and guidance to support career progression.

All graduate teaching assistants will be supported in their career pathway by an experienced colleague

All graduate teaching assistants will successfully enrol in and complete their teaching practice at Montem.

All graduate teaching assistants will be graded at least good with a majority graded as outstanding trainee teachers

All NQT will successfully pass their NQT year and achieve the highest standards



Outcomes will be:

There will be a reduction in staff leaving Montem Academy.



Class Teacher Duties

Daily Activities

- To deliver effective lessons which meets the needs of all pupils and ensures progress
- To ensure that Basic Skills are embedded within all lesson in accordance to the academy's Basic Skills Expectations
- To provide 'Live Intervention' throughout the lesson
- To provide effective feedback both written and verbal in accordance to the academy's marking policy
- To ensure that Pupil Target Cards are up to date
- To deploy additional adults effectively
- To be available to meet with parents at the end of the school day
- To maintain good communication with the Year Team Leader and other colleagues within the year group

Weekly Activities

- To provide Tuesday Tuition
- To provide homework which supports and consolidates new learning
- To ensure that all weekly assessment tests are completed
- To attend weekly CPD sessions
- To carry out playground duties

Termly Activities

- To contribute to Tuesday Tuition overviews
- To contribute to the Year Group PIP PLUS action plan
- To use IRIS to develop teaching practice
- To proactively seek out best practice from across the school
- To contribute to the termly newsletter
- To hold parent consultation meetings or to produce a written report
- To submit accurate data every half term
- To administer and mark formal testing adopted by the school
- To attend Staff insets

Professional Attributes

- To embrace the academy's Vision and Mission
- To promote excellence for all
- To model honesty, fairness and ethical conduct
- To model a caring attitude and promote positive relationships
- To model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students





Emerging Teacher Job Description

Career Expectations

- Set high expectations which inspire, motivate and challenge students
- Establish a safe and stimulating environment for all students, rooted in mutual respect
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of all students according to Academy policy.
- Teaching is regularly good

Promote good progress and outcomes by students

- Be accountable for students' attainment progress and outcomes.
- The majority of students make expected progress and achieve in line with expectations due to high quality planning

Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the relevant subject(s) and curriculum areas.
- Foster and maintain students' interest in the subject and address misunderstandings.
- Demonstrate an understanding of and take responsibility for promoting high standards of Literacy and Numeracy

Plan and Teach well-structured lessons

- Planning and teaching engages students and enables them to achieve expected outcomes.
- Relevant homework is set on a regular basis to support learning
- Reflection on T&L is systematic

Adapt teaching to respond to the strengths and needs of all students

- Consistently differentiate appropriately and develop a range of strategies and approaches
- Have a secure understanding of the needs of all students including those with SEND, More Able and EAL
- Make effective use of additional adults/support in the classroom

Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Make a use of formative and summative assessment to secure students' progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons. Intervention is implemented.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback

Manage behaviour effectively to ensure a good and safe learning environment

- Have high expectation for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour in accordance with the academy's behaviour policy

Fulfil wider professional responsibilities

- Contribute to events, enrichment activities, clubs
- Be open to coaching and mentoring and act on the advice given.
- Take part in the relevant CPD
- Complete academy reports and attends parents' evenings





Accomplished Teacher Job Description

Set high expectations which inspire, motivate and challenge students

- Establish and maintain a safe stimulating environment for all students
- Students of all backgrounds, abilities and dispositions achieve in line with expected levels of progress.
- Consistently embed the positive attitudes, values and behaviour which are expected of all students
- Teaching is consistently good with outstanding features emerging

Promote good progress and outcomes by students

- Be accountable for students' attainment progress and outcomes.
- Almost all students make good progress and achieve in line with expectations – some exceed them
- Planning consistently builds upon students' capabilities and prior knowledge.
- Have teaching skills which lead to learners achieving well relative to prior attainment
- Consistently demonstrate knowledge and understanding of how students learn and how this impacts on teaching.

Demonstrate good subject and curriculum knowledge

- Knowledge of the relevant subject(s) and curriculum areas is extensive.
- Teaching fully engages all students and misunderstandings are addressed
- Embed high standards of Literacy and Numeracy

Plan and Teach well-structured lessons

- Teaching is paced and enables and challenges all students to achieve learning outcomes which are consistently good
- Time and resources including ICT are used effectively.
- Homework is set to enrich the learning
- Reflection on T&L is systematic and refines approaches

Adapt teaching to respond to the strengths and needs of all students

- Consistently differentiate appropriately and develop a range of strategies which enable students to make good progress
- Have a secure understanding of how a range of factors can inhibit students. Leading to students making progress in line with national expectations
- Have a secure understanding of the needs of all students
- Use a range of strategies to differentiate and personalise the learning for all students you teach
- Additional adults/support in the classroom enhances learning and progress

Make accurate and productive use of assessment

- Develop knowledge and understand how to assess the relevant subject and curriculum areas,
- Effective use of formative and summative assessment is evident in securing good progress for the all students
- Consistent use of data to plan for progression and appropriate intervention strategies are implemented
- Developed use of regular feedback so students know the progress they are making
- Accurate assessment of prior learning is consistently demonstrated.

Manage behaviour effectively to ensure a good and safe learning environment

- Consistently maintain effective classroom management and consistently promote good and courteous behaviour both in classrooms and around the academy, in accordance with the academy's behaviour policy
- Deal effectively with out of lesson incidents

Fulfil wider professional responsibilities

- Be active and effective in role of class teacher and in teaching and promoting academy values
- Coach/mentor other colleagues.
- Actively support events, enrichment activities, and clubs.
- Take part in team teaching.
- Deploy support staff effectively so it enhances learning





Expert Teacher Job Description

Set high expectations which inspire, motivate and challenge students

- Coach others within and beyond the Academy to establish and promote a safe stimulating environment
- Majority of students exceed set targets
- All teaching is good with regular outstanding teaching evident

Promote good progress and outcomes by students

- Be accountable for students' attainment progress and outcomes across a year group or subject area
- All students make expected progress and achieve in line with expectations – the majority exceed them
- Consistently embed in own practise and coach others within and beyond the academy to use an excellent range of strategies

Demonstrate good subject and curriculum knowledge

- Develop the subject knowledge of other colleagues within the year group and across the academy
- Support other colleagues within and outside of the academy to ensure teaching fully engages all students and misunderstandings are addressed.
- Take responsibility for promoting another area e.g. subject lead, an area of the ADP
- Formal coaching of staff across the Academy.
- Take responsibility for coaching literacy/numeracy strategies across the academy

Plan and Teach well-structured lessons

- Teaching uses pace, variety and challenge to enable students to achieve expected or exceed outcomes
- Learning is active, creative and motivates students.
- Very effective use of time and resources
- Planning is well sequenced and creative to engage students across the academy

Adapt teaching to respond to the strengths and needs of all students

- Consistently differentiate appropriately and develop a range of strategies which enable students to make progress
- Support by coaching and mentoring colleagues within and across the academy to achieve the above
- Have sufficient depth of knowledge and experience to be able to provide coaching and mentoring

Make accurate and productive use of assessment

- Use internal, local and national statistical data in order to evaluate students' rates of progress and attainment
- Coach others within the academy on the effective use of assessment and data

Manage behaviour effectively to ensure a good and safe learning environment

- Offer formal coaching and support on a 1 to 1 basis for the individual teacher to promote good relationships

Fulfil wider professional responsibilities

- Take ultimate responsibility for an academy event
- Lead school specific training.
- Provide subject specific training for support staff.
- Contribute to whole Academy CPD for teaching and non-teaching colleagues





Year Team Leader Duties

Daily Activities

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- To provide effective feedback both written and verbal in accordance to the academy's marking policy
- To ensure that Pupil Target Cards are up to date
- To deploy additional adults effectively
- To be available to meet with parents at the end of the school day
- To maintain good communication with the Year Team Leader and other colleagues within the year group

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Professional Attributes

- To embrace the academy's Vision and Mission
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Vice Principal

Responsibilities

- To be responsible and accountable for the progress and attainment of all pupils in their academic learning, especially in Reading, Writing and Mathematics;
- To be responsible for the care and well being of the children;
- To be responsible and accountable for the quality of teaching;
- To be able to identify, drive and secure needed improvements in standards of teaching and learning
- To deliver high quality and effective lessons to groups of pupils
- To support and develop colleagues both newly qualified and experienced teachers
- To analyse the data related to a specific phase or subject area and create actions plans based on evidence
- To contribute to CPD sessions
- To contribute to the Academy's Self Evaluation
- To contribute to the Academy Development Plan
- To ensure the effective and efficient running of the year group(s), including behaviour management and safeguarding;
- To be the figurehead and spokesperson for their phase at academy, inter-agency and public events;
- To line manage and performance-manage teachers in FS1 and FS2;
- To ensure that all academy policies, including performance management, are implemented;
- To liaise with other year groups in the academy to ensure that there is consistency in standards and expectation
- To liaise with staff from other schools and academies when appropriate;
- To ensure that assessments are completed appropriately and on time;
- To liaise with parents and carers when necessary;
- To account to the senior team, Academy Council, Board of Directors, and external agencies (including Ofsted) for all aspects of provision and performance in their department;
- To play an active role within the senior team e.g. contribute ideas that will improve performance, take the lead in implementation of academy policies;
- To carry out any other reasonable duties identified by the Principal and/or Chief Executive and Federation Principal that are commensurate with the seniority of this post.
- To be proactive in ones own professional development
- To provide challenge and support to the academy principal

Professional Attributes

- Promote and uphold the academies Vision and Mission
- Maintain confidentiality in and outside the workplace
- Promote the social, moral, spiritual and cultural development of pupils , including the promotion of British Values
- Ensure that safeguard procedures and protocol are followed by all colleagues of The Park Federation and to the highest standards
- Attend and participate in staff meetings and training opportunities
- To encourage and develop team work within and cross specific phase
- To ensure the well being of all staff and pupils is considered
- To act in a professional manner at all times
- To be an effective member of Senior Leadership Team - contributing fully to the success of the school
- To continuously strive for excellence





Deputy Principal

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