

Post Details	Last Updated:
Department:	
Job Title:	Teacher
Salary:	Negotiable dependent on responsibility and experience
Responsible to:	
Contract Type:	Permanent (subject to satisfactory completion of probationary period)
<p>Job Purpose Statement</p> <p>The post holder will support the School's aim and objectives for raising standards of student achievement and ensuring high quality learning and teaching.</p> <p>Teaching all ages and levels of ability, the post holder will help to build upon the high standards of the department. The post holder will work with the Departmental team to enhance the quality of learning and teaching and ensure high standards of student progress in the Department and wider School. The post holder is expected to share resources and good practice, partake in lesson observation, collaborative teaching, mentoring and active participation in continuing professional development. The post holder will play an active role in the extra-curricular life of the Department and the wider School.</p>	
<p>Key Accountabilities</p> <p>The post holder will be expected to deliver outstanding lessons to allow students to achieve the highest possible standards and make excellent progress in all aspects of their learning.</p> <p>The post holder will support the setting and marking of examinations, assist in moderation of coursework, track and monitor student progress, develop learning and teaching, attend departmental meetings and undertake administrative and other tasks as delegated by the Head of Department or SLT.</p>	
<p>Background Information/Relationships</p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> • Maintain high expectations of themselves and students' achievement; • Demonstrate a positive and authoritative rapport with students; and • Have highly effective communication skills for dealing with students, parents, other teachers, support staff and other stakeholders. 	
<p><i>This job purpose reflects the core activities of the post. As the School and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i></p> <p><i>Should significant changes to the job purpose become necessary, the post holder will be consulted and the changes reflected in a revised job purpose.</i></p>	

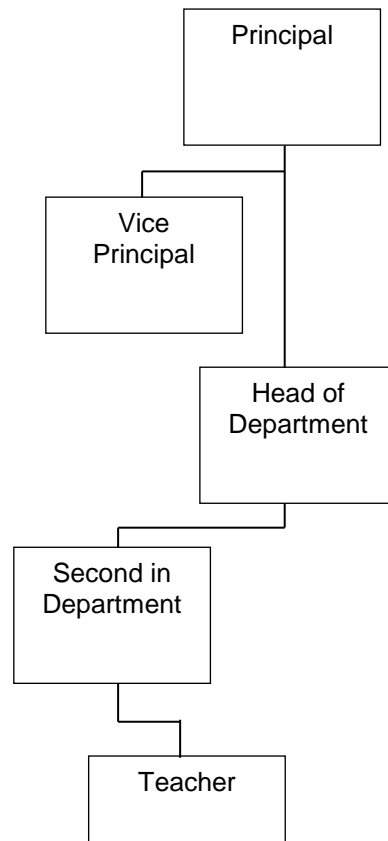
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.	
Qualifications and Professional Memberships	Essential/Desirable
Qualified Teacher Status	E
Commitment to delivering outstanding lessons	E
Graduate	E
Experience	
Teaching in a secondary school	E
Ability, Skills and Competence	
Up to date knowledge of all aspects of the National Curriculum at KS3 and relevant exam specification knowledge for GCSE	E
Good organisational and administrative skills	E
Highly developed interpersonal skills and the ability to gain credibility quickly at all levels	E
Self-motivated, innovate, adaptable and enthusiastic in all aspects of own work and leadership of others	E
High level ICT skills, including the use of interactive whiteboards	E
Ability to teach consistently good or outstanding lessons	E
Ability to use a range of teaching styles appropriately	E
Ability to provide effective written and verbal feedback which raises achievement	E
Ability to use data and assessment for learning to raise achievement	E
Ability to use ICT to raise achievement	E
Qualities	
Enthusiasm for teaching and learning and for your subject	E
Commitment to continuous professional development of yourself and others	E
Be able to relate well to students and a commitment to positive and healthy outcomes for young people.	E
Be able to listen effectively and be sensitive to others	E
A demonstrable commitment to the safeguarding of students and child protection	E
A demonstrable commitment to equal opportunities	E
Other	
An excellent record of attendance	E
A commitment to organising and running extra-curricular activities, including residential visits and exchanges	E
A sense of humour, accepting of change and a resilient approach to the demands of the teaching profession.	E

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Organisational Information

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.
- Present themselves in a smart and professional manner befitting of their profession.
- To undertake duties as specified by the Principal not mentioned in the above
- To comply with any reasonable request from the senior leadership team.
- This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded



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Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.

General Responsibilities

- Maintaining good order and behaviour thereby facilitating learning and safeguarding health and safety in school and authorised school activities elsewhere.
- Participating in whole school, departmental, student support and individual arrangements for his/her CPD training and professional development, including appraisal processes.
- Be an effective member of the Departmental team.
- Sharing in duties in accordance with published rotas.
- Taking part in scheduled meetings with colleagues and parents in accordance with the School's published calendar.
- Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the School's and Health and Safety Policy.
- Ensuring children are safe within school.

Learning and Teaching (under the guidance of the Head of Department)

- Planning and preparation of courses and lesson for the classes assigned to her/him in accordance with the department's curriculum planning, including the implementation of the National Curriculum where relevant.
- Support the achievement of student progress targets for the Department to positively affect educational progress of students.
- Keep abreast of curriculum changes and share in the Department's work in curriculum development with regard to courses of study, teaching material and methodologies used.
- Support a positive learning and teaching environment with the Department through effective curriculum delivery and classroom management.
- Teaching appropriately the students assigned to him/her according to their needs. (This includes the setting, marking, assessing of class work, homework and other projects and field work etc.)
- Keeping records of students' attendance, class work and homework to ensure that individual students are monitored and supported in maximising their academic potential.
- Participating in public and internal examination arrangements as well as other assessment programmes, including profiles and records of achievement.
- Communicating with parents about students' progress in accordance with School and Departmental policies.
- Being responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.
- Adhering to all agreed Departmental and whole School policies e.g. marking, homework, S.E.N.D. and equal opportunities.
- Undertaking additional administrative duties as directed by the Head of Department.

Student Support

All members of staff will either be a tutor or will be allocated to a particular cohort of students. Duties of a tutor include:

- Mentoring students.
- Keeping accurate and up to date tutor group register following up all lateness and absences in accordance with school procedures.
- Contributing to the monitoring of the achievement of pupils in the tutor group through the process of

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academic review.

- Checking students' homework diaries regularly
- Checking on students' school uniform and enforcing school rules regarding jewellery etc.
- Accompanying the tutor set to Whole School and T&L Community Assemblies
- Collating and checking the subject profiles for her/his tutor set. Summarising and commenting on achievements and behaviour. Discussing the reports with students as well as with parents at the parent/tutor meetings.
- Contributing to the development of the SMSC, PSHE and Citizenship programme and delivering materials produced.
- Liaising with subject teachers, senior staff and outside agencies where appropriate about members of the tutor group.
- Being recognised by all members of the tutor set as a key member of staff from whom to seek advice and support; a teacher who may be relied upon to offer guidance in personal, social and learning matters.
- Participating fully in and actively supporting the School's House System.
- Any other duties as directed by the Principal.

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