Title of Post	**Classroom Teacher**
Salary Scale/Range	**Main Pay Scale (both lower and upper)**
Responsible to	**Head of Department** — **The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post**
Employment duties	**To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions document and to work towards the agreed aims of the school**
Purpose of Job	**To undertake the role of a teacher to the specified standards set out in the Teachers' Standards document**
Duties & Responsibilities	**To satisfy the roles and responsibilities set out in the job description for a form tutor and additionally those detailed in this particular job description** • Form tutor job description
	Teaching Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to you, to: • plan and prepare courses and lessons; • teach, according to their educational needs, the students assigned to you; • set and mark work to be carried out by the students in school and elsewhere; • assess, record and report on the development, progress and attainment of students.
	Other activities • To promote the general progress and well-being of individual students and of any class or group of students assigned to you. • To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. • To provide guidance and advice to students on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports. • To make records of and reports on the personal and social needs of students. • To communicate and consult with the parents of students. • To communicate and co-operate with persons or bodies outside the school. • To participate in meetings arranged for any of the purposes described above.
	Assessments and reports • To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
	External examinations • To participate in arrangements for preparing students for external examinations, assess students for the purposes of such examinations and record and report such assessments; and participate in arrangements for students presentation for, and conduct, of such examinations. (You are not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation).
	Appraisal or review of performance • To participate in the current arrangements made for the appraisal or review of your performance and that of any other teachers for whom you have line management responsibility.

	Review, induction, further training and development • To review from time to time your methods of teaching and programmes of work. • To participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aims to meet needs identified in planning and review statements.
	Health & Safety • Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.
Duties & Responsibilities	**Other** • To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. • To supervise, and so far as is practicable teach any students, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year). • To contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods. • To assist the Principal in carrying out threshold assessments of other teachers for whom you have management responsibility. • To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. • To participate in administrative and organisational tasks relating to such duties as are described above, including the direction or supervision of persons who provide support for the teachers in the school. • To attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions. • To contribute to the wider life of the school. Extra-curricular activities play an important role at Hinchingbrooke and all staff are expected to support this. • NOTE: You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.
	To inspire excellence and develop potential ***To act as a role model in high quality teaching and learning***

Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION: CLASSROOM TEACHER

Criteria	Essential/ Desirable	Evidence
QUALIFICATIONS		
A Degree	Essential	Application
Qualified Teacher Status, with subject specialism(s) related to the Learning Directorate	Essential	Application
Ability to teach across the full 11-18 age and ability range	Essential	Application
Further professional qualifications	Desirable	Application
Appropriate in-service training/CPD according to experience	Desirable	Application/Interview
PREVIOUS EXPERIENCE		
A track record of success in teaching and learning, according to experience	Essential	Application
Involvement in the monitoring of progress and attainment at student and class level	Essential	Application
Experience in developing teaching and learning in an inclusive environment	Essential	Application/Teaching
Experience in monitoring and developing the academic and personal progress of individual students as a tutor	Essential	Interview
Experience in developing teaching and learning in a multi-cultural environment	Desirable	Application
Involvement in curriculum initiatives and extra-curricular developments	Desirable	Application
Successful post-16 experience	Desirable	Application
PROFESSIONAL COMPETENCE		
Professional knowledge and understanding of one or more subjects within the Learning Directorate	Essential	Application
Ability to articulate characteristics of effective teaching and learning with evidence of good practice	Essential	Teaching
Good classroom management technique	Essential	Teaching
Knowledge and understanding of effective assessment and its contribution to learning and progression	Essential	Interview
Knowledge of strategies related to key issues in education eg gender issues, equal opportunities, SEN	Essential	Application
Ability to contribute to Programmes of Study/Lesson Plans	Essential	Interview
Knowledge and use of ICT and e-learning	Essential	Teaching
Knowledge and understanding of current Teaching & Learning issues relevant to the needs of the Academy	Desirable	Teaching/Interview
Able to express a vision for subject development	Desirable	Application
Ability to contribute to the SMSC/Citizenship programme	Desirable	Interview
Involvement in extended curricular provision	Desirable	Interview
Good ICT skills and an awareness of its potential	Desirable	Teaching/Interview

LEADERSHIP AND PERSONAL QUALITIES		
Commitment to an ethos of high standards, personal fulfilment and academic success	Essential	Interview
A capacity to inspire through a love of teaching	Essential	Teaching
Ability to relate well to the whole community	Essential	Interview
Energy, stamina and determination	Essential	Interview
A sense of humour and an ability to remain calm under pressure	Essential	Interview
Involved in educational developments beyond what is required	Desirable	Teaching/Interview
Self-confident and having personal impact and presence	Desirable	Interview
Commitment to acquire further skills and career enhancement	Desirable	Interview
MANAGEMENT SKILLS		
An ability to establish positive and sensitive interpersonal relationships across the community	Essential	Interview
An ability to be a team player.	Essential	Application/Interview
An ability to plan time effectively and meet required deadlines	Essential	Application
An awareness of whole Academy issues	Desirable	Interview
An understanding of accountability	Desirable	Interview
Experience of Self Evaluation	Desirable	Application/Interview
INTERPERSONAL SKILLS		
Demonstrable good relationships with colleagues, students and the wider community	Essential	Interview/Teaching
Commitment to contributing to extra-curricular activities of the school	Essential	Interview/Application
Commitment to promoting and safeguarding the welfare of all students	Essential	Interview

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