



The Radclyffe School
"Working Together for Excellence"

JOB DESCRIPTION



Class Teacher – Art (Temporary Maternity Cover)

Purpose	<ul style="list-style-type: none">• To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers' Pay and Conditions of Service and the Teachers' Standards.• Ensure a high quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence.• To contribute to raising standards of student achievement and attainment in Art at KS3 and 4.
Reporting to:	Head of Faculty
Responsible for:	Students and School Resources
Liaising with:	Head/Deputies, teaching and support staff, parents, Local Authority and other external agencies
DBS Check	Enhanced Level
Working Time	In accordance with the current Teachers' Pay and Conditions Document (195 days, 1265 hrs directed time). Full-time. Temporary.
Salary	Qualified Teacher Main /Upper Scale according to salary assessment

LEARNING AND TEACHING

1. Assist in the development of appropriate specifications (syllabuses), resources, schemes of work, teaching strategies and marking policies and assessment procedures in Art at KS3 and KS4 and in Photography at KS4 (as agreed).
2. Plan and prepare courses and lessons
3. Teach students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere
4. Communicate effectively and professionally with parents and carers on student progress and welfare, after consultation with appropriate staff
5. Liaise with pastoral leaders to ensure the implementation of the school's pastoral system, including the identification of any perceived student difficulties and possible resolutions
6. Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
7. To prepare and update subject materials
8. Ensure wall displays and the learning environment support and reflect Learning and Teaching strategies

9. Assist in the implementation of the Behaviour for Learning policy and the Five Respects so that effective learning can take place, including high expectations in respect of punctuality, standards of work and homework
10. Share in the management of the behaviour of students including the break and after school duties rota
11. Maintain appropriate records and provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc.
12. Complete the relevant documentation for the tracking of students and to track student progress to inform teaching and learning, ensuring expected progress or higher
13. Assist the Head of Department/Faculty to identify resource needs and with the process of ordering and allocating equipment and materials
14. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools
15. Contribute to PSHE, Citizenship and Enterprise according to the school policy
16. Assess, record and report on student attendance, progress, development and attainment
17. Undertake assessment of students as requested by external examination bodies, departmental and school procedures
18. Mark, grade and given written/verbal and diagnostic feedback as required
19. Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
20. Assist the Head of Department, Head of faculty and School Leadership and Management Team to establish, monitor, evaluate and develop Learning and Teaching and the curriculum, to meet the needs of students, examining and awarding bodies and the school's aims.
21. Take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

22. Actively engage in the school's Appraisal process.
23. Take part in the school's staff development programme by participating in arrangements for further training and professional development
24. Lead by example and promote and enable team work in pursuit of corporate excellence
25. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
26. Follow the school's agreed policies for communications in the school

- 27. Co-operate with other staff to ensure resources are shared and used effectively and to the benefit of the School, Department and students.
- 28. Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- 29. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)

GENERAL RESPONSIBILITIES

- 30. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
- 31. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description
- 32. Maintain confidentiality and observe data protection and associated guidelines where appropriate
- 33. Contribute to the school marketing activities, e.g. the collection of material for press releases
- 34. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job that are commensurate with the salary and job title.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants or for any employee who develops a disabling condition.

Date: Nov 2017

Head teacher: H. S. Hayer

