

NEWHAVEN Job Description Subject Teacher

Core Purpose

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher status and other current legislation. The teacher shall carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

The job description may be amended at any time following discussion with the Headteacher and member of staff.

Relationships

The postholder is responsible to the headteacher in all matters. The postholder is expected to interact on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

The particular responsibilities attached to the post of Subject(s) Teacher of a given subject(s) are as follows:

Teaching and Learning

- Ensure effective curriculum coverage, continuity and progression in the subject for all students
- Establish clear teaching objectives in lessons and use appropriate teaching and learning methods
- Prepare lessons thoroughly and review content, presentation and relevance, ensuring that full records of work done are kept
- Follow policies for assessing, recording and reporting on student achievement, and use these to set achievable targets for further improvement for all students of all abilities
- Ensure effective development of students' individual learning skills takes place
- Create and maintain a stimulating learning environment
- Ensure a level of discipline conducive to learning in accordance with the rules and disciplinary systems of the school.

Communication and Liaison

- To contribute to Department(s) meetings, discussions and management systems necessary to co-ordinate the work of the Department(s) and integrate this into the work of the school as a whole
- To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties
- To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.

General

- To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.
- To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the headteacher.
- To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.
- To help ensure that subject-matter and learning resources reflect Council and school policies on race and gender equality and that the implications of these policies are borne in mind in relation to all the tasks and duties listed above.

NEWHAVEN

PERSON SPECIFICATION

Job Title: Subject Teacher		
EDUCATION TRAINING /QUALIFICATIONS	SHORTLISTING CRITERIA	EVIDENCE APPLICATION FORM, INTERVIEW, REFERENCE
Qualified Teacher Status	✓	A
Specialised subject knowledge, understanding and training		A
Further qualification in SEN		A
KNOWLEDGE/EXPERIENCE		
Successful teaching experience with excellent subject knowledge at Key Stage 3/4 National Curriculum	✓	A/I/R
Successful classroom experience of managing difficult behaviour in mainstream or specialist provision	✓	A/I/R
A familiarity with the informal and formal assessment processes		A/I/R
Appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	✓	A/I/R
Application of ICT to teaching and learning	✓	A/I/R
An understanding of health and safety legislation and its application		A/I/
PERSONAL SKILLS AND ATTRIBUTES		
Good communication skills and the ability to communicate effectively across the Department.	✓	A/I/R
Excellent inter-personal skills	✓	A/I/R
Ability to priorities time effectively and plan ahead	✓	A/I/R
Confidence with and ability to motivate other	✓	A/I/R
Commitment, enthusiasm, integrity and reliability	✓	A/I/R
Flexibility ,willingness to learn and the ability to work as a team member	✓	A/I/R
Willingness to become involved in the wider life of Newhaven	✓	A/I/R
Commitment to the promotion of social inclusion and equality of opportunity	✓	A/I/R

*Please note that all elements included are essential except where otherwise stated.
Those items marked '✓' should be particularly addressed in your application*