



HATCH END HIGH SCHOOL

MAIN SCALE TEACHER

JOB DESCRIPTION

At the heart of a successful school is the provision of high quality teaching, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school's ethos, by working highly effectively in subject and pastoral teams, and by delivering high standards of teaching and learning and personal care. In this way, s/he assists the school in reaching its ambitious targets and objectives.

JOB PURPOSE

To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

REPORTING

The post holder will report to the specified Head of Department and Head of Year.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers pay and Conditions Document

The post holder will continue to meet, maintain and build upon, as appropriate:

- The National Standards for QTS as laid down by the Department for Education
 - a) Teaching
 - b) Personal and professional conduct
- The Inductions Standards
- The Threshold Standards
- CPD Standards

(Please see www.tda.gov.uk)

GENERAL ACCOUNTABILITIES

- Responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection policy.
- To promote and be committed to the school's aims and objectives
- To maintain and contribute to the development of school policies
- To promote and be committed to securing high expectations for learning and the raising of achievement

As a member of a Department:

Under the guidance and direction of the Head of Department, to:

- Plan and prepare courses and lessons;
- Teach the pupils assigned to her/him, including the setting, marking and assessing of work to be carried out by pupils in school and elsewhere;
- Take part in regular formative assessment which enables all students to improve and complete progress checks and reports as required;
- Communicate with parents re pupils' progress;
- Participate in arrangements for her/his training and professional development;
- Prepare high quality courses of study, teaching materials and teaching programmes, including the National Curriculum as appropriate;
- Maintain good order and discipline among pupils and safeguard their health and safety, both in school and in authorised school activities elsewhere;
- Participate in meetings relating to curriculum, administration or organisation;
- Participate in public and internal examinations arrangements and maintain National Curriculum records;
- Register the attendance of pupils at each lesson;
- Deliver one extra-curricular or enrichment activity per week
- Be responsible for her/his teaching room with regard to health and safety, good order, appearance and display.

As a member of a Year Team:

(Tutors and Attached Tutors)

Under the guidance and direction of the Head of Year, to:

- Implement the tutor role as set out in the school behaviour policy and inclusion policy;
- Teach the agreed PCSHE programme;
- Use registration periods appropriately and profitably for work with the tutor group;
- Keep an accurate and up-to-date Form register and to carry out agreed attendance policy to record and follow-up absence proactively;
- Comment on reports, and summarise achievement not covered in academic reports in tutor/school statement;
- Prepare initial drafts for references, testimonials and reports to outside agencies,
- Insist in high standards of work, behaviour, attendance and punctuality from members of the Tutor Group,
- Check and initial homework diaries on a weekly basis;
- Carry out appropriate discipline and monitoring including formal behaviour reports and setting of personal targets.
- Attend assemblies with the Tutor Group and supervise their arrival and departure;
- Participate in meetings called by the Head of Year;
- Participate in Parents, Evenings involving the Tutor Group, and foster good home\ school relationships, and take part in Tutor Work reviews

As a member of staff:

Under the guidance and direction of the Headteacher or Deputy Head, to:

- Carry out the professional duties of a schoolteacher; including participation in performance review within the school Performance Management scheme.
- Carry out a share of supervisory duties in accordance with published rosters;
- Participate in appropriate meetings with colleagues and parents relative to professional duties;
- Implement whole school policies, including behaviour, teaching & learning assessment, safeguarding, equal opportunities;
- To ensure the safeguarding of all students under your supervision
- Abide by the School Staff Code of Conduct at all times.

The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

March 2018



HATCH END HIGH SCHOOL

MAIN SCALE TEACHER

PERSON SPECIFICATION

Pay Spine: Main Scale (Outer London)

Responsible to: Head of Department

Please note the following essential requirements and selection criteria for the post.

1. QUALIFICATIONS AND TRAINING

- Qualified teacher status/PGCE
- University Graduate
- Evidence of further professional development

2. TEACHING EXPERIENCE

- Ability to teach National Curriculum in your subject in at least two Key Stages

3. PARTICULAR KNOWLEDGE, SKILLS AND EXPERIENCE

- A knowledge of the requirements of the National Curriculum and KS4/5 courses.
- An ability to develop effective curriculum resources in your subject to meet the needs of the full ability range.
- An understanding of the strategies required to motivate and enthuse all students across the age and ability range to progress in your subject as part of a whole school approach to raising achievement.
- An understanding of the processes and techniques required to assess, record and report students' learning effectively.
- A strong commitment to the principles and practices of Assessment for Learning
- A commitment to developing Literacy, Numeracy and IT in your subject
- An ability to use ICT programmes and packages to promote learning
- An understanding of the role of your subject within the wider curriculum.
- An understanding of the importance of, and a willingness to participate in, extra-curricular activities.
- An ability to work as a member of a team to promote coherent and agreed policies and practice.

4. EQUAL OPPORTUNITIES AND EDUCATIONAL COMMITMENT

- A proven commitment to inclusion
- A proven commitment to curriculum access and opportunity
- A proven commitment to comprehensive education
- A proven commitment to professional development
- Support for the school's specialist status
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Safeguarding and Child Protection policy and the staff code of conduct