

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range 11 – 18

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| JOB DESCRIPTION |  |
| **Name:** |  |
| **Title of Post:** | **Teacher of Sociology** |
| **Salary Grade:** | Main Pay Scale (MPS Inner London Scale) |
| **Accountable to:** | Head of Department, Line Manager to the Department and Headteacher |

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| **A. PLANNING, TEACHING AND CLASS MANAGEMENT:** |
| Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by: |
| * Teaching their subject across the age and ability range. |
| * Identifying clear teaching objectives and specifying how they will be taught and assessed; |
| * Setting tasks which challenge pupils and ensure high levels of interest; |
| * Setting appropriate and demanding expectations; |
| * Setting clear targets, building on prior attainment; |
| * Identifying SEN or very able pupils; |
| * Providing clear structures for lessons, maintaining pace, motivation and challenge; |
| * Making effective use of assessment and ensuring coverage of the programmes of study; |
| * Ensuring effective teaching and best use of available time; |
| * Using ICT to advance learning |
| * Monitoring and intervening to ensure sound learning and discipline; |
| * Using a variety of teaching methods to:   + match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;   + question effectively, listen carefully to pupils, give attention to errors and misconceptions;   + select appropriate learning resources and develop study skills through library, I.C.T. and other sources; |
| * Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and |
| * Evaluating their own teaching critically to improve effectiveness |
| * Participating in appropriate INSET/Professional Development |
| * Contributing to the development of teaching and learning materials eg schemes of work, for their subject area. |
| * Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy; |
| * Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively; |
| * Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning; and |
| * Managing parents and other adults in the classroom. |

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| B. MONITORING, ASSESSMENT, RECORDING, REPORTING |
| Class teachers monitor, assess and report the progress of the pupils allocated to them by: |
| * Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching; |
| * Marking and monitoring pupils' work and setting learning targets for their progress; |
| * Assessing and recording pupils' progress systematically; keeping records to check that work is understood and completed; monitoring strengths and weaknesses to inform planning and recognising the level at which a pupil is achieving; and |
| * Preparing and presenting informative reports to parents. |

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| **OTHER PROFESSIONAL REQUIREMENTS** |
| Class teachers |
| * Have a working knowledge of teachers' professional duties and legal liabilities e.g. equal opportunities |
| * Operate at all times within the stated policies and practices of the school; |
| * Establish effective working relationships and set a good example through their presentation and personal and professional conduct; |
| * Endeavour to give every child the opportunity to reach their potential, to meet high expectations and reach the five outcomes of The Children Act: * staying safe * being healthy * enjoying and achieving * making a positive contribution * able to attain economic well being |
| * Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school; |
| * Take responsibility for their own professional development and duties in relation to school policies and practices; |
| * Act as form tutors and participate actively in year group activities |
| * Liaise effectively with parents and governors; and |
| * Accept any reasonable additional responsibilities which might from time to time be determined. |
| * Ability to teach Philosophy, Psychology or Government and Politics would be desirable |