**HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION**

**JOB TITLE: Qualified Teacher**

**JOB HOLDER REPORTS TO: Curriculum area leader**

**JOB PURPOSE**

To teach effectively, working as part of a team developing the school ethos, for the benefit of each pupil and member of staff.

**MAIN RESPONSIBILITIES**

**Developing the ethos:**

- to actively contribute to the core purpose of the school
- to develop effective relationships between teacher and other school community members: pupils, parents, teachers, support staff and governors

**Knowledge and Understanding:**

- to have a thorough knowledge and understanding of the concepts and skills in their specialist subject(s)
- to have a detailed knowledge and understanding of the National Curriculum programmes of study, level descriptions and end of key stage descriptions for KS3 and programmes of study for KS4
- to understand progression from the KS2 and to KS5 programmes of study
- to develop an understanding of how learning takes place and is affected by physical, intellectual, emotional and social development
- to have thorough knowledge and understanding of the content specified in National Curriculum ICT
- to be familiar with and anticipate health and safety requirements where relevant and plan lessons to avoid potential hazards
- to be able to accommodate a variety of learning styles

**Planning, teaching and classroom management:**

- to plan lessons to achieve progression in pupil learning
- to provide clear structures for lessons/sequences of lessons which maintain pace, motivation and challenge for pupils
- to make effective use of assessment information on pupil attainment and progress
- to plan opportunities to contribute to pupils' spiritual, moral, social, physical and cultural development
- to ensure effective teaching of whole classes, and of groups and individuals within the whole class setting, so that teaching objectives are met and best use is made of available teaching time
- to ensure sound conditions for learning and discipline – through establishing a purposeful working atmosphere both in and out of the classroom and through the setting of high expectations
- to display, maintain and update relevant subject resources
- to celebrate pupils' successes and praise their work through, for example, attractive displays
- to establish a safe environment

- to make use of information regarding SEN to ensure that teaching strategies are relevant to the individual needs of each and every pupil
- to be self-evaluating in order to improve effectiveness

**Monitoring, assessment, recording reporting and accountability:**

- to mark and monitor pupils' work, providing constructive oral and written feedback, and to set targets for pupil progress
- to assess and record the progress of every pupil
- to be familiar with the statutory assessment and reporting requirements
- to prepare and present informative reports to parents
- to be able to use national, local, comparative and school data to set clear targets for pupil achievement
- to use a range of assessment for different purposes

**Other professional requirements:**

- to contribute to the development and review of programmes of study and schemes of work
- to have a working knowledge and understanding of DfES, LEA and school policies
- to set a good example to pupils through self presentation and personal and professional conduct
- to ensure that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them
- to maintain their own CPD
- to recognise that learning takes place inside and outside of the school context
- to liaise effectively with parents, carers and outside agencies where relevant
- to fulfil any other tasks and responsibilities reasonably requested by the Head Teacher
- to accept that pupils are usually more prone to make mistakes than adults and that forgiveness is a professional pre-requisite