

Henley in Arden School: Job Description	
Post	Teacher of CNAT IT and Business Studies
Reports to	Head of Department or Faculty
Grade	Classroom teacher
Remuneration	MPS1 – UPS3 (TLR 2 available for suitably experienced candidates)
Current postholder (and dates of tenure)	
<p>Main purpose of the role:</p> <ul style="list-style-type: none"> • Be accountable and responsible for the learning and progress of pupils in assigned classes ensuring excellence for and from all; • Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils; • Act within the statutory frameworks, which set out professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012) • Responsible for promoting and safeguarding the welfare of children and young people within the school. <p>Duties and responsibilities</p> <p>Teaching</p> <p>All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012).</p> <ul style="list-style-type: none"> • Be accountable for the delivery of the curriculum to assigned classes as relevant to age and ability; • Be responsible for and contribute to the preparation and development of teaching materials; • Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn; • Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; SEND; and be able to use and evaluate distinctive teaching approaches to engage and support them; • Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English; • Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment; • Make accurate and productive use of assessment to secure pupils' progress; • Use relevant data to monitor progress, set targets, and plan subsequent lessons; • In line with the school's assessment and feedback policies, be accountable for giving pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study; 	

- Accountable for setting homework and planning other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate;
- Contribute to arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Behaviour and Safety

- Responsible for establishing a safe, purposeful and stimulating environment for pupils, establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently, fairly and in line with school policies;
- Accountable for the effective management of classes, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge;
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary;
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils;
- Have high expectations of behaviour, promoting self-control and independence of all learners;
- Carry out social time supervision and other duties as directed by the Headteacher within the remit of the current School Teachers' Pay and Conditions Document;
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures;
- Accountable for carrying out the role of form tutor under the direction of the appropriate member of the pastoral team and in line with advice provided concerning the role and responsibilities of a form tutor by a member of the Senior Leadership Team.

Team working and collaboration

- Under the direction of the line-manager, participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Work as a team member and identify opportunities for working with colleagues and contributing to the development of effective practice;
- Where appropriate, contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments;
- Be accountable for ensuring that colleagues working with you (for example Teaching Assistants, Technicians or Associate Teachers) are appropriately involved in supporting learning and understand the roles they are expected to fulfil;
- Contribute as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school;
- Provide cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships;
- Deploy support staff effectively as appropriate;
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes including at parents' evenings as appropriate;
- Communicate and co-operate with relevant external bodies;
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate;
- Report performance data and provide a written report for pupils within assigned classes in line with the schools assessment and reporting calendar;
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional development

- Accountable for regularly reviewing the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary and responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of appraisal
- Proactively participate with arrangements made in accordance with the school's appraisal policy.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Postholder

Signature _____ Date _____

Headteacher

Signature _____ Date _____