

Quinton house SCHOOL

TEACHER OF POLITICS, GEOGRAPHY & HISTORY

Specific Duties and Responsibilities

**A. Teaching**

* Plan and prepare lessons in accordance with the schemes of work and department handbook
* Liaise with relevant colleagues on the planning of work for collaborative delivery
* Take account of pupils’ prior levels of attainment and use them to set targets for future improvement
* Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere
* Set high expectations for pupils’ behaviour by establishing a purposeful working atmosphere in accordance with the school’s behaviour code
* Set appropriate and demanding expectations for pupil learning, motivation and presentation of work

**B. Assessment, Recording and Reporting**

* Maintain plans of lessons undertaken and records of pupils’ work
* Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback, and clear targets for future learning as appropriate
* Report on pupil progress in line with school policy and as specified in the published calendar
* Keep parents informed of pupil progress by attendance at parents’ evenings, and by other measures as appropriate
* Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs

**C. Pastoral Care**

* Undertake responsibility for a form group as required
* Set targets for and monitor the social and academic progress of pupils in the form
* Undertake responsibility for the delivery of the pastoral programme to the form
* Promote and monitor pupil attendance in accordance with school policy

**D. Professional Standards**

* Support the aims of the school
* Adhere to the Staff Code of Conduct
* Accept appropriate responsibility for all matters relating to Safeguarding and Child Protection in accordance with school policies and safe working practices
* Treat all members of the school community with respect and consideration
* Treat all pupils fairly, consistently and without prejudice
* Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
* Contribute and participate in the school’s extra-curricular activities programme
* Attendance at, and participation in, parents’ evenings
* Take responsibility for professional development, participating in staff training
* Participate in the management of the school by attending appropriate staff meetings
* Undertake duties that may be reasonably assigned by the Headmaster (directly or indirectly)
* Take responsibility for matters relating to health and safety in the classroom and teaching area
* Complete and sign the Annual Staff Compliance Declaration

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children’s Social care and/or the Local Authority Designated officer.*