# Job Description – Teacher

## Reports to: Headteacher Working hours: 22.5 (0.6)

**Annual leave: 5 weeks non term time + birthday and anniversary day Salary: Main Pay Spine (Teachers’)**

**Job Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the headteacher / head of education.

To be an effective professional who demonstrates thorough good curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

To work closely with the multi-disciplinary team within the hospital to ensure that the well-being and safety of children and young people are paramount.

At all times ensure that the teachers’ standards are met.

## Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach students by planning teaching to achieve progression of learning by:

* identifying clear teaching objectives and specifying how they will be taught and assessed for each individual student;
* setting tasks which challenge students and ensure high levels of interest;
* setting appropriate and demanding expectations for all students;
* setting clear targets, building on prior attainment;
* be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs;
* providing clear structures for learning to maintain pace, motivation and challenge;
* making effective use of assessment and ensure coverage of individual

programmes of study;

* ensuring effective teaching and best use of available time;
* maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
* using a variety of teaching methods to
  + match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  + use effective questioning, listen carefully to students, give attention to errors and misconceptions
  + select appropriate learning resources and develop study skills through library, ICT and other sources;
* ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluating own teaching critically to improve effectiveness;
* ensuring the effective and efficient deployment of classroom support;
* liaising with the headteacher to ensure the implementation of department policy and best practice.

## Monitoring, Assessment, Recording, Reporting

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching for individual students;
* mark and monitor students' work and set targets for progress;
* assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
* undertake assessment of students as requested by examination bodies and school procedures;
* prepare and present informative reports to parents and the multi-disciplinary team;
* undertake assessment of students and participate in the school’s system reporting to parents.

## Curriculum Development

* Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;

## Pastoral Duties

* promote the general progress and well-being of all students;
* liaise with the headteacher to ensure the implementation of the school's pastoral system;
* register student and encourage their full attendance at all lessons and their participation in other aspects of school life where possible;
* contribute to the preparation of Action Plans and progress files and other

reports;

* alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
* communicate, as appropriate, with parents of students and persons or bodies

outside the school concerned with the welfare of individual students, after consultation with appropriate staff;

* contribute to PSHE and citizenship and enterprise according to school policy.

## Other Professional Requirements

* have a working knowledge of teachers' professional duties and legal liabilities;
* operate at all times within the stated policies and practices of the school;
* know subject(s) or specialism(s) to enable effective teaching;
* take account of wider curriculum developments;
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* endeavour to give every young person the opportunity to reach their potential and meet high expectations;
* co-operate with other staff to ensure a sharing and effective usage of

resources to the benefit of the school, department and students;

* contribute to the corporate life of the school / hospital through effective

participation in meetings and management systems necessary to coordinate the management of the school / hospital;

* take part in liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools if required;
* take responsibility for own professional development and duties in relation to school policies and practices;
* liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description should be read in conjunction with the Teachers’ Standards.

<https://www.gov.uk/government/publications/teachers-standards>

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Head of Education, July 2016 V1.1

# Person Specification – Teacher

**ESSENTIAL DESIRABLE**

**EXPERIENCE** Teaching within the subject area in Key Stages 3 and 4 Post 16 experience

CAMHS experience

Post Graduate Qualification in Education

**QUALIFICATIONS** Qualified Teacher Status

**KNOWLEDGE AND SKILLS**

Knowledge of the National Curriculum for their subject

Secure knowledge of effective safeguarding and evidence of continued professional development.

Willingness to keep up to date in subject knowledge and national developments.

Ability to plan and teach effectively using a variety of strategies.

Excellent interpersonal skills with both adults and children. Willingness and ability to work as part of a team.

Ability to communicate effectively both verbally and in writing.

Ability to prioritise and organise own work.

Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines.

Knowledge of Health and Safety procedures and their application.

The ability for further career progression within the teaching profession

Competence in the use of Information and Communication Technology.

**APTITUDES:** To have a ‘can do’ philosophy

To enjoy working with young people with divers needs. To be flexible, energetic, adaptable and have the ability to

use initiative.

To identify and develop opportunities

To carry out professional duties in a positive, helpful and courteous manner.

To have high aspirations and expectations for their students and themselves.

Committed to raising standards and continuous improvement.

To be dedicated to the success of the students, their teams, the school and themselves.

Committed to personal development.

Willingness to contribute to other areas of school life.