REDDISH VALE HIGH SCHOOL
JOB DESCRIPTION

Post Title:	Teacher
Responsible to:	Head of Department
Main purpose of the job	• To teach the relevant subject at Key Stage 3 and 4 in order to maximise learning, progress and achievement for all pupils in the taught classes, under the leadership of the relevant Head of Department • Actively supporting the vision and values of Reddish Vale High School and South Manchester Learning Trust.

Areas of responsibility and key tasks:

Teaching and Learning

- Teach classes as directed, which follows Department Syllabuses and Schemes of Work, ensuring all lessons are suitably planned to meet the needs of different groups of leaners and appropriately resourced
- Ensure teaching is creative, engages and inspires pupils and makes effective use of technology
- Ensure marking and feedback complies with school policy and that there is a strong focus on assessment for learning
- Ensure that all homework is appropriate and recorded on 'Show my Homework'
- Promote a positive climate for learning and behaviour, implementing learning strategies that enable all pupils to be successful

Professional Expectations

- Maximise the progress and achievement of all pupils in subject(s)
- Work with the department to develop schemes of work and resources to enable all pupils to gain access to the curriculum
- Ensure effective teaching strategies are in place within the department
- Work with the department to set targets and plan for improvement, development and enrichment
- Be familiar with and adhere to all school policies, in particular teaching and learning, safeguarding, child protection and professional expectations, being pro-active in ensuring pupil safety
- Meet the national requirements for main scale and (where relevant) post threshold teachers including active participation in the school systems for appraisal/performance management
- Arrive promptly to lessons, accurately take appropriate registers and dismiss pupils at the correct times
- Maintain good order and discipline in and out of the classroom, using rewards/sanctions in line with school policy
- Support the day-to-day management of the school including break and after school supervision
- Take part in liaison and marketing activities including parents evening, open evenings and liaison events with partner school

Pupil progress

- Ensure that classroom strategies are effective in enabling all groups of pupils to make at least expected progress
- Where pupils are underachieving, ensure immediate action is taken which involves the department and SLT as appropriate
- Ensure records of pupils work and achievements are kept securely
- Ensure that assessments are reliable, regular and informs classroom practice
- Respond to requests to submit information about pupil progress to colleagues, ensuring all data provided is accurate and reliable
- Be prepared for parent-teacher meetings, actively securing parental attendance
- Attend and contribute to Department and School meetings/briefing

Form Tutor Responsibilities

- Complete registers accurately
- Monitor attendance and punctuality, including follow-up
- Monitor standards of uniform and personal appearance and address any issues as they arise
- Escort groups to assembly and attend assembly
- Responsible for the co-ordination of reports and other records
- Respond to disciplinary problems as required, referring serious misconduct to the Head of House as appropriate
- Share information from the Head of Year to the tutor group in a prompt manner
- Encourage inter-form competitions and the participation of the tutor group in other school activities
- Be available to meet parents as appropriate
- Curriculum issues:
    - Activities supporting Learning in tutor periods
    - Knowledge of the tutor programme
    - Knowledge of the SEN pupils and their targets
    - Target group members in the tutor group.

Ethos and Values

- Model the principles of Respect, Aspiration, Determination and Independence (RADI)
- Promote the school ethos, values and celebrate the work and achievements of the pupils
- Demonstrate high expectations of pupils and to challenge underachievement
- Have a commitment to professional learning and continuous improvement by taking part in the schools CPD programme, and show responsibility for own self development
- Implement the department and school policies and vision in the classroom

Pastoral

- Support general responsibility for the academic, social, personal and cultural developments of all pupils
- Guide individual pupils in regards to their personal development including their faith, specific phases of educational development and transition, identifying any non-academic matters of concern by providing guidance or liasing with pastoral colleagues as appropriate

Safeguarding

- To be committed to safeguarding and promoting the welfare of pupils, including recording/reporting any concerns promptly and accurately

Health and Safety

- Comply with the schools health and safety policy and legislation

Signed by Post Holder:	**Date:**
Signed by Headteacher:	**Date:**

PERSON SPECIFICATION
TEACHER

Qualifications and Professional Development	
Qualified Teacher Status	E
Good honours degree in relevant subject	E
Evidence of commitment to own professional development	E
Recent relevant CPD	D
Experience	
Experience of planning and teaching Secondary curriculum	E
Recent successful teaching at KS3 and 4	E
Experience of being a good/outstanding teacher/trainee teacher	E
Experience of using progress data to inform teaching and learning	E
Skills and Knowledge	
Current knowledge and understanding of the curriculum in the relevant subject	E
The ability to create innovative resources and learning opportunities to engage pupils	E
Knowledge of Assessment for Learning and how to use it to engage pupils	E
To be able to effectively use data, assessment and target setting to raise standards and address weaknesses	E
The ability to produce detailed schemes of work and sequential lesson plans	E
To be able to exemplify how the needs of all priority groups have been met through high quality teaching	E
The ability to use strategies to provide access to the curriculum for pupils from a variety of cultural backgrounds, pupils with English as a second language, SEND, Pupil Premium and High Band pupils	E
The ability to form good relationships with colleagues, pupils, parents and other professionals	E
Ability to work part of a team	E
The ability to meet deadlines using effective time management skills	E
Able to demonstrate a proven track record of effective behaviour management strategies	E
Good IT skills	E
Excellent verbal and written communication skills	E
Personal Qualities	
A commitment to continuing personal professional development	E
A commitment to safeguarding and promoting the welfare of young people	E
A commitment to equal opportunities and inclusion by demonstrating an understanding, awareness and empathy for the needs of the pupils at Reddish Vale High School and how these could be met	E
Able to maintain confidential issues within the working environment	E
A willingness to contribute to extra-curricular activities/whole school events	E