Job description

Role	Classroom Teacher
Job purpose	To contribute to providing an excellent education for all the school's pupils by teaching with expertise and enthusiasm, offering support to the learning of individual students and contributing to the school's pastoral system. To support the Head and the SLT in the implementation of all aspects of school policy in order to maintain the aims and ethos of the school and the School as a whole. To embrace and demonstrate the characteristics set out in the School Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners. To demonstrate School values and high standards of professional conduct at all times.
Accountable to:	The Head, through the Head of Faculty/Department/Year
Responsible for:	(staff supervised i.e. teaching assistants, science techs)
Accountabilities:	**Teaching and learning** *Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:* a. Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment. b. Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress. c. Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further. d. Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively. e. Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners. f. Maintain an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons. g. Assessing, recording and reporting on the development, progress and attainment of pupils. h. Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

	i. With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning. j. Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching. k. Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications. l. Organising the classroom and learning resources and creating displays to encourage a positive learning environment; m. Participating with the line manager in using school and national statistics to monitor the progress of pupils and raise levels of attainment. n. Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development. o. Working collaboratively across the department and school. p. Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy. q. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations. **Pastoral** *Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:* a. Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils. b. Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services. c. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. d. Acting as Form Teacher. e. Liaising with appropriate Head of Year, attending pastoral meetings when necessary. f. Leading and participating in Assemblies. **Marketing and external links, including public occasions** *Contribute to the positive promotion and marketing of the school and in the local and wider community, where possible, by:* a. Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school.

	b. Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils. **Management and administration** *Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:* a. Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers. b. Coordinating or supervising the work of those who provide support for teachers in the department (i.e. technicians or teaching assistants), where required. c. Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. d. Ordering and allocating of equipment and materials where required. **Training and development of self and others** *Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:* a. Reviewing own methods of teaching and programmes of work. b. Evaluating own performance and being committed to improving own practice through appropriate training and professional development. c. With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised.
General requirements	**All teaching staff are expected to:** a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel. c. Adhere to school policies, as amended from time to time, and as set out in School policies. d. Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities. e. In accordance with School policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils. f. Participate in meetings at the school, which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.

	g. Carry out lunchtime duties – supervising pupils at lunch, as reasonable. h. Attend all relevant parents' meetings, which may take place in the evening. i. Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school. j. Carry out such other associated duties as are reasonably assigned by the Head.
Review and amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review, in consultation with the recognised trade union.

Person Specification: Classroom Teacher

Skills required

Secondary teachers' example : Ability to teach specialist subject up to A level	Essential
Ability to use a range of teaching strategies in order to meet the needs of all students	Essential
Sound behaviour management skills and discipline, both inside and outside the classroom	Essential
Dedication to promoting subject or key stage within the school and marketing within and outside school	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors and external bodies	Essential
Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents)	Essential
Excellent organisational and time management skills with the ability to prioritise and work to deadlines	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to maintain confidentiality	Essential
Confident user of ICT to aid administration and learning	Desirable

Knowledge Base

Experience of working in a successful department at KS3 to 5	Desirable
Knowledge of latest developments within teaching	Desirable

Qualifications/Attainment

Well qualified graduate	Essential
Qualified teacher status, or willingness to gain qualification within a reasonable period	Essential
Proven track record of academic success within the subject area or phase or NQT equivalent	Essential

Experience

Experience of teaching this subject	Essential
Proven experience of successfully contributing to or running extra-curricular clubs and activities	Desirable
Experience of working within a successful team	Desirable

Personal attributes

Enthusiastic, positive and hard working	Essential
A passion for education	Essential
Commitment to the safeguarding of children and young people	Essential
Ability to inspire, motivate and support pupils	Essential
Flexible and approachable attitude	Essential
Ability to solve problems, make sound judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own teaching and performance	Essential
The drive and stamina to provide excellent opportunities for all pupils in the school	Essential
Willingness to play a part in the overall developments of the school	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential

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