Main/Upper Scale Teacher: Job Description

Job Title **Hours** **Subject & Level**	As described in post-specific information
Reports to	Head of Department
Responsible for	The provision of a full learning experience and support for students
Liaising with	SLT, other department members, Heads of Boarding, Heads of Houses, Form Tutors, parents/carers and relevant Support Staff.
Knowledge, skills & expertise	• Have a secure knowledge of your subject and keep up to date with recent changes in subject developments; • Keep up to date with developments in pedagogy and how they can be applied to learning in the curriculum, including relevant behavioural management strategies, assessment for learning methods and the provision for individuals with special educational needs; • Develop IT skills to ensure that they can be integrated into the subject at all levels; • Be committed to your own development; • Attend relevant CPD courses as appropriate, both internal and external.
Main Duties & Responsibilities	**Teaching:** • Teach students according to their education needs, including the setting and marking of work to be carried out by the student both in school and elsewhere; • Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required; • Monitor the attainment of students and communicate this with parents and Form Tutors on a half-termly basis, via the School Database, or more often if required; • Complete annual Records of Achievement (ROAs) on each pupil taught; • Provide, or contribute to written assessments, reports and references relating to individual students and/or groups of students; • Ensure that ICT, Literacy and Numeracy and are reflected in the teaching/learning experience of students; • Undertake a designated programme of teaching, working from Schemes of Work and other course specific literature; • Ensure a high quality learning experience for students which meets internal and external quality standards, undertaking and being subjected to lesson observations by internal and external observers; • Prepare and update subject materials, including displays and online materials; • Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the specifications; • Maintain discipline in accordance with the School's Behavioural Policy and encourage good practice with regards to punctuality, behaviour, standards of work and homework; • Reward students where appropriate using the School Database; • Mark, grade and provide written/verbal and diagnostic feedback as required, using a range of different strategies; • Prepare and assess students using the departmental unit tests; • Promote the Department to potential students of English and Drama in an informative way; • Develop appropriate Schemes of Work with other departmental staff and the Head of Department; • Attend and contribute to regular department meetings; • Assist in the provision of extra-curricular departmental activities;

- Help organise and contribute to the execution of departmental trips;
- Agree to undertake observation of and by Trainee Teachers and assist in their development as per the agreement between the School and course provider, deputising for the Subject Mentor if necessary.

Professional Responsibilities:

- Participate in the School's Performance Management arrangements;
- Work with relevant Support Staff where necessary and any other external stakeholder in a professional manner;
- Ensure that Risk Assessments are carried out within your teaching area, especially on school trips;
- Ensure that Health and Safety Policies and Procedures are adhered to.

Supporting and being an Ambassador for the School:

- Contribute to the development of school policy;
- Represent the department at appropriate meetings within the School and contribute to working parties where appropriate;
- Attend all Parents' Evenings as appropriate.

Resources:

- Manage your teaching area within the Department;
- Ensure that the accommodation within the Department is maintained to provide the best possible learning environment for the students;
- Assist the Head of Department in identifying resource needs and contribute to the efficient/effective use of resources;
- 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 process of ordering and allocation of equipment and materials.

Pastoral Duties:

- Be aware of, agree to and carry out the expected duties of a teacher with regards to confidentiality, trust and pastoral care;
- Have responsibility for a form group and carry out the duties associated with a Form Tutor, as outlined in the generic Job Description of a Form Tutor;

And any other duties that are deemed appropriate by the Head of Department and Senior Leadership Team.

N.B. This Job Description is current, but in consultation with you, maybe changed by the Headmaster to reflect or anticipate changes in the job, commensurate with the grade and the job title.

Main Scale Teacher: Person Specification

Job Title	As described in post-specific information
Hours	

	Essential	**Desirable**
Education and Qualifications	• Qualified Teacher Status by the time of the commencement of the post; • Qualified to degree level.	• Qualified with postgraduate honours (met M-Level criteria by end of training route, where appropriate); • At least qualified to 2:1 level in relevant subject; • Strong A-Level grades in relevant subjects.
Experience	• Teaching of the relevant subject(s) on extended placements during training.	• Prior experience of teaching at GCSE and A-Level; • Other work experience in observing excellent teachers in a variety of settings; • Some experience of GCSE non-examination assessment (NEA).
Knowledge	• Secure knowledge of the curriculum up to and including KS4; • Understanding of the requirements of high-quality teaching and related pedagogy.	• Secure knowledge of the curriculum up to and including A-Level
Skills/Abilities	• Strong ICT skills with the ability to use these in the classroom and encourage the use of them by students; • Ability to teach the relevant subject(s) up to and including KS4; • Ability to differentiate teaching within the classroom to fulfil the needs of individuals at different stages of the learning process, as well as the group as a whole; • Ability to teach and relate to students at different levels on a consistent basis; • Good interpersonal skills; • Excellent communication skills; • Ability to work as a member of a team, occasionally taking the lead.	• Other skills that could be of use in a wider school context e.g. for extra-curricular activities.
Personal Attributes	• A commitment to students and the subject; • Enthusiasm and a willingness to work hard; • Ability to deal sensitively with pupils, staff, parents/carers and other stakeholders; • Ability to represent the School/Department in a wider context; • Show a professional attitude towards students, staff, parents/ carers at all times, whether in person or in any other form of communication; • Be well presented at all times.	• A commitment to going above and beyond the minimum requirements for students, e.g. giving up personal time for extra tuition if required.