Job Description

London Borough of Redbridge

Job Title	Teacher of History	**Grade**	MPS/UPS
School	Oaks Park High School		
Reports to	Team Leader		
Responsible for	The provision of a full learning experience and support for students		
Liaising with	Senior staff; Heads of Year and Team Leaders; relevant support staff; LEA staff and parent/carers		

Knowledge/Skills/Expertise

- Keep up to date with subject developments.
- Keep up to date with developments in pedagogy and how they can be applied to learning in the curriculum.
- Develop IT skills to ensure that they can be integrated into the department at all levels.
- Be committed to your own development.
- Attend relevant INSET courses as appropriate.

Main duties and responsibilities

Teaching:

- Teach students according to their education needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students, which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and provide written/verbal and diagnostic feedback as required.
- Promote high standards of teaching and learning throughout the department.
- Develop appropriate schemes of work at Key Stages 3, 4 and 5 with key stage/subject postholders.

Staffing/Personnel:

- Participate in the school's Performance Management arrangements as a key stage leader.
- Ensure that the department supports the school programmes for NQTs and BTs.
- Assist the Team Leader in making appropriate arrangements for classes when staff are absent.
- Participate in the interview process for teaching posts when required.

Supporting the School

- Contribute to the development of school policy.
- Ensure representation of the department on school working parties.
- Represent the department at appropriate meetings within the school.
- Be responsible for the strategic development of the subject within the school.
- Contribute to school liaison and marketing activities, eg. material for prospectuses and attendance at Open Evenings.
- Attend all Parents' Evenings as appropriate.
- Provide information to the Governing Body as requested.

Resources

- Assist the Team Leader in managing the accommodation within the department to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.
- Assist the Team Leader in ensuring that the accommodation within the department is maintained to provide the best possible learning environment for the students.
- Ensure that the department obtains 'value for money' when ordering equipment and stock.

Health and Safety

- Assist with the carrying out of risk assessments.
- Ensure that Health and Safety Policies and Procedures are followed.

Student Outcomes

- Help set targets for performance at the appropriate key stage.
- Make use of analysis and evaluate performance data provided.
- Arrange for all students to be entered for public examinations at an appropriate level.
- Set internal examinations in line with your post and provide assessment information based on the results.
- Assist in the production of reports on examination performance, including the use of value-added data.
- Put into place arrangements for monitoring coursework and ensuring that moderation takes place.

Pastoral System

- Act as a form tutor and carry out the duties associated with that role in the generic job description.

Additional duties

- Play a full part in the life of the school community.

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.

Person Specification

Job Title	Teacher of History	**Grade**	MPG
School	Oaks Park High School		

Education and Qualifications:

- Relevant degree
- PGCE or equivalent
- QTS status

Experience/Knowledge/Skills:

- Understanding of the requirements for high quality teaching.
- Ability to use ICT in all aspects of your work.
- Ability to fulfil the requirements of a form tutor.
- Good interpersonal skills.
- Excellent communication skills and an ability to relate to people at all levels.
- Excellent administration skills and an ability to meet deadlines.
- Ability to work collaboratively with a wide range of groups.

Personal Attributes:

- Commitment to working as part of a team.
- Commitment, enthusiasm and willingness to work hard.
- Ability to deal sensitively with pupils, parents and colleagues.
- Ability to represent the school in wider networks.