



Bishop's Hatfield Girls' School

Job Description

JOB TITLE:	Classroom Teacher
REPORTS TO:	Head of Faculty
SALARY RANGE:	Main Pay Range (Bands 1 & 2 / Upper Pay Range (Band 3)
Date reviewed:	January 2017

Purpose of the job

- Carrying out the professional duties of a school teacher as set out in the Conditions of Employment of School Teachers.
- To provide high quality teaching and standards of learning and achievement for all students.
- Having regard to the curriculum for the school, to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.

Main areas of responsibility and accountability (*under the guidance and support of the Head of Faculty*):

- High standards of teaching and learning
 1. To plan and prepare courses and lessons appropriately.
 2. To teach, according to their educational needs, the pupils assigned, including the setting and subsequent marking (according to school policy) of work to be carried out by the pupils in school and at home.
 3. To assess, record and report on the development, progress and attainment of pupils.
 4. To promote the general progress and well-being of individual pupils and of any class or group assigned.
 5. To participate in Faculty meetings.
- Performance Appraisal
 1. To participate in the school's arrangements for the professional development of staff, including identification of needs and training to meet those needs.
 2. To contribute to the professional development of any staff for whom some line management responsibility is held, according to school policy.
- Knowledge / skills / expertise
 1. To maintain commitment to personal subject knowledge, skills and expertise.
 2. To ensure knowledge of pedagogy, classroom management, research/inspection findings and their effects on the subject area and the school remain up to date.
- School level
 1. To secure commitment to the school's vision by contributing to the school's planning (both short and long term) and participating in whole school developments, as required.
 2. To contribute to school and faculty self-evaluation and improvement planning through the monitoring and evaluation of the work in the subject area, producing reports as required.
 3. To maintain, as appropriate, communication with internal (eg staff, governors and parent/carers) and external agencies (eg. exam boards, DfE).
 4. To carry out a share of supervisory duties in accordance with published schedules.
 5. To participate in appropriate meetings with colleagues and parents/carers relative to above duties.
- Pupil outcomes
 1. To set up systems which ensure that pupil outcomes at KS3, KS4 and Post-16 meet targets set at performance appraisal for individuals within the subject area.

- Resources
 1. To manage the resources of the subject area allocated for individual use.
 2. To be responsible for the accommodation in allocated teaching rooms, including issues of display and Health and Safety.

Job context

The subject area may comprise specialist teachers, support staff and teachers for whom this is a second subject.

There is a Head of Faculty and Subject Leader(s) with whom the performance appraisal of staff is shared. Within the subject area, teachers on Band 3 of the pay range (old UPS) can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards. In particular, teachers on Band 3 will

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

Additional specific responsibilities

- Carrying out the duties of a Form Tutor attached to a Form group, in accordance with the Job Description of Form Tutor, when required to do so.

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

This job description is current at the date shown and may change if any further re-structuring takes place. 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.