



SHREWSBURY HOUSE SCHOOL TRUST
Job Description

Shrewsbury House School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Role/Job Title: **Teacher (part-time, temporary)**

Reporting Line Manager: **Head of Department**

Deputy Head, Academic

Job Purpose: To teach allocated pupils in an enthusiastic and passionate way, and plan teaching to achieve progression of learning in line with the school mission statement, values and pupil's individual needs

Key tasks and responsibilities:

Planning, Teaching and Class Management:

- Identify clear teaching objectives and specifying how they will be taught and assessed;
- Set tasks which challenge pupils and ensure high levels of interest;
- Set appropriate and demanding expectations;
- To be able to teach the requirements of the Common Entrance syllabus in the subject;
- Identify and meeting the needs of SEND;
- Provide clear structures for lessons to maintain pace, motivation and challenge;
- Assess, recording and reporting on the development, progress and attainment of pupils to inform future planning;
- Ensure effective teaching and best use of available time;
- Maintain discipline in accordance with the school's Behaviour Management Policy and encouraging good practice with regard to punctuality, behaviours, standards of work and dress;
- Use a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- Use effective, higher-order questioning, listen carefully to pupils, give attention to errors and misconceptions;
- Select appropriate learning resources and develop study skills through library, I.C.T and other sources;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate own teaching critically to improve effectiveness;
- Ensure the effective and efficient deployment of classroom support;
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- Use a variety of teaching strategies which take account of pupils' needs.
- Support the preparation for the ISEB pre-test and other senior school entry tests.

Monitoring, Assessment, Recording and Reporting:

- Assess how well learning objectives with success criteria have been achieved and use them to improve specific aspects of teaching;

- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Prepare and present informative subject reports to parents; showcasing a high level of integrity in your work;
- Ensure that all books within the department are marked and in-line with the whole-school marking policy.

Curriculum Development:

- As a team member, use your aspiration and inspiration to contribute to the curriculum. Respect all staff members' ideas and contributions.

Other:

- Educational change is the norm and you should be willing to engage in educational research and training so that you can continue to develop and have a positive impact on the outcomes of all pupils.
- Contribute to the co-curricular life at the School and run a club once per week.
- All teaching staff are expected to be a tutor or co-tutor as required.

Whole School Trust:

- Support the aims and core values of the trust and adhere to all policies and procedures;
- Attend regularly and contribute to all necessary assemblies, staff meetings, etc.;
- Attend parents evenings and major school events;
- Develop and maintain professional, productive relationships with all staff members;
- Be aware of equality and diversity, and to demonstrate these principles in all aspects of work;
- Understand the Trust's Health and Safety Policy and to work within its guidelines;
- Be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager or Executive Head.

Whilst every effort has been made to explain the main duties and responsibilities of the post employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Executive Head and member of staff.

Teacher: _____

Date: _____

PERSON SPECIFICATION

Knowledge, Skills & Aptitudes

Essential:

- High level of knowledge of teaching methods and relevant curriculum
- Skilled at getting maximum efforts and excellent results from the pupils at all levels
- Strong communication skills
- Good planning and time management skills
- Ability to use IT systems and to motivate team to use IT tools to the maximum
- Ability to teach pupils to Common Entrance level in subject

Desirable:

- Ability to think laterally and extend boys beyond the curriculum in the various subject/s taught

Personal Qualities

Essential:

- An inspirational teacher
- Strong motivational, communication, leadership and administrative skills
- Team player, with excellent work ethic and high levels of integrity
- Ambition and drive to succeed (and to help the pupils succeed) and to help the School continue its impressive success and achieve ambitious development plans
- Willingness to be involved in the extra-curricular life of the School

Desirable:

- Growth mind-set
- Adaptability and flexibility

Education, Training & Qualifications

Essential:

- Degree/higher degree (in subject desirable)
- Teaching qualification

Desirable:

- Training in secondary education

Experience

Essential:

- Experienced teacher
- Ability to teach pupils to Common Entrance level in subject

Desirable:

- Experience of working in a high performing School
- Experience of teaching scholarship or capable of teaching to that level
- Experience of being a Form Tutor