**Pattison**

**Job Description**

**Post**: Class Teacher with responsibility for Key Stage 3 & 4 ICT/Computing

**Responsible to**: Head

Areas of responsibility and key tasks.

**A Planning**

* Plan teaching to achieve progression in pupils' learning through:

(i) Identifying clear teaching and learning objectives and specifying how they will be taught and assessed.

(ii) Setting tasks, including homework, which challenge pupils and ensure a high level of interest & enjoyment.

(iii) Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work.

(iv) Setting clear targets building on prior attainment.

* Know how to make effective personalised provision for all children, and how to take practical account of diversity and promote equality and inclusion in their teaching, taking note of individual education plans and the requirements of the code of practice.
* Making effective use of assessment information when planning lessons.
* Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.

**B Teaching and Class Management**

* Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
* Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
* Provide clear structures for lessons maintaining pace, motivation and challenge.
* Use a variety of teaching methods to:

(i) Structure information well, including outlining aims and content and summarising key points as the lesson progresses.

(ii) Instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary.

(iii) Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.

* Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
* Critically evaluate teaching to improve effectiveness.
* Use a range of behaviour management techniques and strategies, to establish and maintain a clear and positive framework for discipline, in line with the school’s behaviour policy.

**C Monitoring, assessment, recording, reporting - to:**

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
* Mark and monitor pupils' work following assessment for learning criteria and set targets for progress, ensuring that pupils have a clear understanding of their strengths and areas for development.
* Assess and record pupils' 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 reports to parents.

**D Other professional requirements - to:**

* Occasionally act as Form Tutor for registration.
* Have a working knowledge of teachers' professional duties and legal liabilities.
* Operate at all times within the stated policies and practices of the school e.g. Safeguarding Children, Health & Safety, Equal Opportunities etc.
* Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
* To be available to Prep School staff in an advisory capacity as subject leader.
* Endeavour to give every child the opportunity to reach their potential and meet high expectations.
* To value pupils' work and display it in the classroom, and provide a stimulating environment for learning.
* Contribute to the life of the school through effective participation in meetings, and school activities, shows, etc.
* Take responsibility for their own professional development and duties in relation to school policies and practices.
* Participate in continuing professional development (CPD) e.g. Educare online training, in-service education and training (INSET).
* Liaise effectively with parents through Parents’ Evening, Reports etc.
* In addition to carry out other duties as reasonably required by the Headmaster or Head of Senior School.

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