# JOB DESCRIPTION – TEACHER OF PERSONAL DEVELOPMENT (PHSE)

(Inner London Teachers’ Pay Scale)

**Responsible to:** Line manager of personal development

**Key purposes:**

* To prepare and teach lessons that fulfil the planned curriculum for Personal development and meet the needs of all students in your teaching groups
* To be a tutor or a co-tutor (see separate job description)
* To play an active part in the curriculum and pastoral teams to which you belong

# Responsibilities

## **Learning and teaching**

1. To set clear and high expectations of students in line with the aims of the school and the curriculum team.
2. To plan lessons in accordance with ‘The Corelli Lesson’ to meet the needs of all students in each teaching group.
3. To ensure that each lesson has specific learning objectives and that each task has specific success criteria.
4. To ensure that all materials and teaching strategies used are suitable and challenging for the full range of abilities in the class.
5. To use available data on individual students to plan lessons appropriately.
6. To set homework according to the published homework timetable and to mark it in accordance with the marking policy.
7. To create a stimulating learning environment, including frequently-updated displays of students’ work.
8. To support and encourage participation in the extra-curricular activities of the curriculum area, school and Arts College.

## **Assessment and reporting**

1. To incorporate Assessment for Learning strategies into lesson plans/schemes of work.
2. To assess students’ work against national curriculum levels or grading criteria.
3. To implement an agreed system of recording and monitoring the progress of individual students
4. To report on students’ progress and attainment in accordance with school procedures
5. To contribute to the setting and marking of internal assessments/tests and coursework
6. To prepare for and attend parents’ evenings related to the classes taught (or to liase with the Principal if attendance is not possible)
7. To be accountable for the attainment and progress of individual students in your teaching groups

## **Curriculum**

1. To contribute with other curriculum team members to the development and review of schemes of work and teaching strategies
2. To keep abreast of developments in your subject
3. To respond to wider school policies and agreed approaches (such as for citizenship, work-related learning, enterprise, literacy, numeracy and ICT) when planning the curriculum and schemes of work/lesson plans

## **Classroom management**

1. To arrive at and begin the lesson promptly
2. To ensure orderly entry to the classroom and that basic routines are followed
3. To take a class register during the first part of the lesson
4. To implement the school and the curriculum team behaviour and rewards policy and to be responsible in the first instance for discipline within the classroom
5. If problems persist, to liase with the STL, key stage manager or CTL as appropriate and then the form tutor or PTL

## **School routines**

1. To adhere to the aims and objectives of the curriculum area, the pastoral team and the school
2. To follow all whole-school and curriculum/pastoral team policies and agreed procedures
3. To attend staff briefing at 8.30am each Monday
4. To remain on school premises during the day, unless the correct ‘signing out’ procedures are followed
5. To attend scheduled meetings (or to liase with the Principal if attendance is not possible)
6. To play an active part in the curriculum and pastoral teams to which you belong
7. To contribute to team action planning and review and to the planned action
8. To follow school procedures for known and unexpected absence
9. To follow all Health and Safety procedures
10. To carry out a break duty as part of a duty team

## **Other**

1. To carry out duties and responsibilities that may be directed by the Principal and as may be deemed reasonable in negotiation with the Principal and according to ability and experience.
2. Such duties/responsibilities may include:
* Cross-curricular responsibility – for example liaison with Librarian or Media Resources Officer; oversight of a National Curriculum theme or aspect of the National Strategy;
* Curriculum responsibility – for example, leading a specific course within the curriculum area; leading a specific development for the curriculum team;
* Student responsibility – for example oversight/monitoring/intervention with a specific group of students.

# SELECTION CRITERIA

1. A sound understanding of the curriculum for PHSE and a commitment to the SMSC agenda
2. Ability to teach another subject such as sociology an advantage
3. Organisational skills of a high order.
4. Classroom management of a high order.
5. Practical experience and understanding of the educational needs of students in a multi-ethnic, multi-lingual, co-educational school.
6. High expectations of students' achievement and the capacity to help students towards excellent results.
7. Understanding of and commitment to the school's policy on equal opportunities.
8. A commitment to collaborative team work
9. Commitment to the role of the tutor
10. Capacity to work co-operatively with staff in the faculty and the willingness to contribute to the life of the school.
11. Willingness to run extra curricular clubs and classes and to support the performances of the school.
12. The ability to use IT as a tool for learning.
13. Commitment to, and up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people