

Chiswick School
TEACHER
JOB DESCRIPTION



Responsible to: Curriculum Team Leader
Learning Co-ordinator
Salary Scale: Main Scales/Upper Payscale

All teachers are responsible for the intellectual, personal and social development of pupils in their care. There are school policies and procedures which should be followed, and on a day to day basis, guidance and support is provided by the Learning Co-ordinator and Curriculum Team Leader.

As a subject teacher, under the guidance of the Curriculum Team Leader, teachers are responsible for implementing national, school and subject policies and procedures in delivering the curriculum, to achieve the best possible attainment level for each pupil by

1. teaching assigned classes in accordance with appropriate syllabuses and schemes of work;
2. contributing to the construction, revision, and development of schemes of work, preparation of lessons, resources, homework tasks etc.;
3. assessing pupils' work in line with school policy, keeping full records of pupils' attendance, marks and cross-year assessment grades;
4. providing appropriate assessment information for pupils, parents/carers, examination bodies and other professionals as requested; taking responsibility for the assigned classroom, laboratory, workshop or other teaching space ensuring it is appropriately organised for teaching and learning, both with regard to health and safety and the organisation of display, availability of learning materials etc.;
5. liaising with other departments or professionals as appropriate;
6. attending parents evenings and responding to parental enquiries made at other times.
7. attending designated subject, whole school and other meetings as calendared;
8. attending in-service training sessions and taking responsibility for continued professional development;
9. performing whole-school duties such as pupil supervision at breaks and examination invigilation;
10. covering for absent colleagues as may reasonably be expected by the Headteacher.

As a form tutor, under the guidance of the Learning Co-ordinator, tutors are responsible for implementing school policies and procedures in order to achieve the best possible attendance, punctuality and personal organisation of pupils' work and high standards of behaviour through:

1. accurate registration and follow up of absences, lateness and other school procedures;
2. use of the Planner to monitor homework and behaviour and to communicate with parents/carers;
3. following up concerns from other staff or referring them to the Learning Co-ordinator or Curriculum Team Leader, as appropriate;
4. monitoring class and homework through work reviews;
5. being the first point of contact with parents/carers and subject teachers where there is a problem and alerting them as soon as possible;
6. maintaining high standards of pupils' uniform and personal appearance;
7. encouraging pupil involvement in whole school and extracurricular activities such as charity activities, sport, music, drama, IT, helping at special events;
8. providing appropriate guidance for year-specific activities such as Year 7 induction, Year 9 options, transition to Sixth Form;
9. writing and organising reports for parents/carers, teachers and other professionals as requested;
10. caring for the environment of the form room and year base and maintaining an up to date form noticeboard;
11. sharing responsibility for appropriate use of the year base.

Teachers on the Upper Payspine are required to contribute to a whole school initiative agreed each year as part of the performance management cycle.

It should be noted that these are the basic responsibilities of all teachers in accordance with the School Teachers' Terms and Conditions, December 2016. Many teachers will wish to become involved in working parties, committees, extracurricular activities and professional development opportunities both for personal job satisfaction and for career development.

Chiswick School
Person Specification - subject teacher



	Essential	Desirable	Evidence
Knowledge and Experience <ul style="list-style-type: none"> • A good honours degree in a relevant subject. • A teaching qualification together with Qualified Teacher Status (QTS). • Induction Certificate (if qualified after 7th May 1999). • Right to work in the UK. • Excellent subject knowledge. • Experience of strong teaching and raising attainment. • Experience of teaching in a diverse school community. • Evidence of continually improving the teaching and learning of their subject. 	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓	Application form Letter of application Interview References
Teaching and Learning <ul style="list-style-type: none"> • Strong classroom practitioner. • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards. • Good communication, planning and organisational skills. • Ability to use a range of teaching and learning strategies. • An understanding of how assessment for learning can improve student performance. • A confident and competent user of ICT. • Knowledge and understanding of how ICT can be used in the teaching of the subject to enhance student learning. • Ability to use student data to raise standards. • Commitment to regular and on-going professional development and training to establish strong classroom practice. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ 	Lesson observation Letter of application Interview References

Personal Qualities <ul style="list-style-type: none"> • Enthusiasm and a positive outlook. • A commitment to working with young people and developing their social, emotional and cultural attributes. • The ability to work independently and collaboratively as a member of a team. • Creative in problem solving together with a willingness to take on or try new approaches and ideas. • Reliability and integrity. • Ability to prioritise and meet deadlines. 	√		Application Form Letter of application Interview
	√		
	√		
	√		
	√		
<ul style="list-style-type: none"> • Willingness to be involved in the wider life of the school. • An ability to value young people as they go through adolescence and aspire for the very best for each individual student. 	√	√	
Commitment to following clear child protection and safeguarding procedures and policies of the school.			
Other requirements: <p>This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Chiswick School is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment.</p>			