

Classroom Teacher

Job description

Job Title:	Teacher
Reports to:	Head of Department
Location:	Chelsea Independent College

At Chelsea Independent College academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the School. All teachers must familiarise themselves with and adhere to the School policies.

Teachers at the School are expected to be good classroom practitioners who are able to enthuse their students and prepare them fully for examinations. Staff are in sympathy with the boarding ethos and have the opportunity to contribute to the broader cultural life of the School. Full time teachers also take on the role of Personal Tutor.

Chelsea Independent College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

Key roles and responsibilities

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Teaching

- Be able to teach the subject(s) at GCSE and A Level;
- Enhance the quality of teaching and learning in the curriculum area and wider School through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development;
- Safeguard and promote the welfare of children;
- Support the School's aims and objectives for teaching and learning;
- Plan and prepare courses and lessons;
- Teach, according to their educational need, the students assigned to you; set and mark the work (including examinations) to be carried out by the students in School or elsewhere;
- Assess, record and report on the development, progress and attainment of students.

Other activities

- Promote the general progress and wellbeing of individual students and of any class or group of students assigned to you;
- Provide guidance and advice to students on educational and social matters;
- Make records and reports on the personal and social needs of the students;
- Communicate and consult with the parents of students;
- Communicate and co-operate with persons or bodies outside the School;
- Participate in meetings arranged for any of the purposes described above;
- Accompany students on visits away from the School;

- Provide or contribute oral and written assessments, reports and UCAS references relating to individual students and groups of students;
- Play an active role in the extra-curricular life of the curriculum area, including contributing to off-timetable clinics, extension programmes, pre-university seminars, competitions, trips, open days, and so on;
- Make a positive contribution to the efficient running of the curriculum area, including setting and marking examinations, invigilating mock and public examinations, assisting in moderation of coursework, attending staff meetings, and undertaking administrative and other tasks as delegated by your line manager.

Appraisal

- Participate in any arrangements that may be made for teacher review, further training and development;
- Review from time to time your methods of teaching and programme of work;
- Participate in arrangements for your professional development.

Educational methods

- Advise and co-operate with colleagues on the preparation and development of courses of study, teaching materials and programmes, methods of teaching and assessment of pastoral arrangements.

Child protection, discipline, health and safety

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact;
- Maintain good order and discipline among the students and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

Staff meetings

- Participate in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

Public examinations

- Participate in arrangements for preparing students for and supervising them during public examinations and providing assessments.

Administration

- Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
 - Register the attendance of students and supervise students, whether these duties are to be performed before, during or after School sessions.
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Personal Tutor

All full time members of staff have an additional responsibility of being a Personal Tutor. Every Personal Tutor is the main point of contact for students and has the responsibility of monitoring both the academic and pastoral development of every student within their group ensuring a positive communicative relationship with all stakeholders involved in student welfare. Responsibilities include the day-to-day welfare of students, upholding School policies on attendance, behaviour and health and safety, including safeguarding. Personal Tutors also guide and support students through the UCAS process.

Teacher Profile

The ideal candidate will

- Have a high level degree in the subject they will be teaching
- Have prior teaching experience of teaching to GCSE
- Be enthusiastic, confident and diligent
- Develop and maintain good relationships with students and colleagues
- Have a an excellent understanding and awareness of Safeguarding procedures

Desirable Criteria

- QTS/PGCE
 - Prior teaching experience of Key Stage 3 and 4
 - Experience of teaching high ability students to Oxbridge entrance level
 - Practical and innovative approach
 - IT literate to support teaching and learning
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