



# JOB DESCRIPTION

**Job title:** Secondary School Teacher

**Reporting to:** Head of Department /Head of Secondary School and Sixth Form

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history. We will also request references covering the last 5 years of employment.*

## JOB SUMMARY

A teacher in Secondary School and Sixth Form consistently works towards outstanding performance across all professional standards, ensuring safeguarding and successful pupil outcomes.

## KEY RESPONSIBILITIES

### Planning, Teaching and Class Management

To teach classes of children throughout the school by planning appropriate teaching to achieve progression of learning for pupils through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks, which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensuring coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervening to ensure sound learning and behaviour for learning using the school's policies and procedures.
- Using a variety of teaching and learning methods to meet the needs of all pupils across all subjects.
- Evaluating your own teaching critically to improve effectiveness.
- Managing other adults in the classroom as appropriate.

## **Monitoring, assessment, recording and reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupil's 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 reports to parents.

## **Pastoral care**

- Undertaking pastoral and tutorial duties, and supporting pupils on an individual basis through academic or personal difficulties; monitor attendance and punctuality and report any concerns to Parents and Head of Year Pastoral Deputy Head or the Head of Secondary as appropriate.

## **Other professional requirements are to:**

- Operate at all times within the stated policies and practices of the school.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Ensure your own professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and actively promote their involvement in the life of the school.
- Actively lead and develop the subject area as part of the wider, extra-curricular offer.

Other subject specific expectations will be directed by the Head of Department or the Head of Secondary School and Sixth Form.

# **PERSON SPECIFICATION**

## **Education and Skills**

### **Essential:**

- Fully qualified teacher.
- Excellent classroom management skills and able to follow the school's disciplinary code.
- Excellent subject knowledge.
- Full understanding of Equal Opportunities and able to implement in everyday practice.

### **Desirable:**

- Further qualifications and track record of professional development.

### Training and Experience:

- Successful experience in teaching in a UK school.
- Proven track record of delivering the subject area.
- Record of delivering relevant extracurricular activities/events.

### Competencies for the Role

#### Role Specific:

- To be approachable to children, parents, and staff.
- To be able to work professionally as part of a team.
- To give clear instructions to children and be organised in classroom management.
- To be flexible, friendly and cooperative when working with colleagues.
- To communicate clearly to parents and resolve any issues quickly and professionally.
- To communicate effectively in writing.

#### General:

- Play a leading role in the promotion, development and constant improvement of the school.
- To assist in break / lunch supervision as required.
- Represent the school in a manner consistent with its ethos and values.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.

*At Laude San Pedro we have high academic expectations for all of our students. Our vision is that every child will achieve more than they imagined possible, in a happy and inclusive environment where everyone is supported and encouraged to excel.*

*In addition, our whole community shares a common understanding of the personal qualities and values which we hope all of our students will demonstrate and uphold.*



Signed: .....

Date: .....

Name (Print): .....