

## Hornsey School for Girls – Job Description

### Teacher – Main professional scale

#### The Hornsey Vision

*Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average.*

*The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. A creative approach to teaching and learning is established and expected by all.*

*Hornsey students are supported by a broad curriculum that ensures they are equipped with the education, skills and passion to improve the world they live in with integrity, allowing students to flourish and be resilient in the face of challenge.*

*Our Performing Arts status encourages musical, dance and theatrical aspirations creating communal harmony within the school as well as enabling students to take risks and thrive.*

*To support this vision Hornsey students, staff, parents and governors will work in collaboration to ensure a tolerant, safe and happy learning environment where everyone is respectful and treated equally.*

**Hornsey School for Girls is committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff and visitors to share this commitment.**

*All teacher's job descriptions define the responsibilities of the postholder as being:*

- *Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD)*
- *To meet the National Professional Teacher Standards*
- *To comply with Health and Safety at Work Legislation*

Job descriptions are subject to review and amendment annually through the Performance Appraisal process. In the case of mainscale teacher's job descriptions each paragraph is taken directly from the School Teachers Pay & Conditions Document.

Responsible to:

Head of Department / Director of Learning

Scale Code:

Main Professional Pay

Responsible for:

VISION.

Being responsible for the achievement of students by providing high  
aching & learning opportunities within the spirit of the school's

All staff will be responsible to their Heads of Department, the Headteacher and Senior Leadership Team of the school for ensuring the general good order and discipline of the school, and in the implementation of all policies. All staff are expected to have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related.

### **Teaching and Learning**

1. Teaching, following the Teacher Standards, with due regard to current Health and Safety legislation
2. Planning and preparing schemes of learning and lessons
3. Teaching the full range of KS3, KS4 and KS5 according to their educational needs, the students assigned to her/him, including the setting and marking of work to be carried out by the student in the school and elsewhere
4. Promoting the general progress and well-being of individual students and of any class or group of students assigned to her/him
5. Advising and co-operating with the Headteacher and other teachers, as well as other adults providing in-class partnership teaching, on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of learning, methods of teaching and assessment and pastoral arrangements.
6. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. Participating 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.
7. Taking such part as may be required of her/him in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the school

### **Assessment, Tracking Student Progress & Reporting To Parents /Carers**

8. Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations; and participating in arrangements for and supervision during such examinations.
9. Assessing, recording and reporting on the development, progress and attainment of students.
10. Providing or contributing to oral and written assessments, reports and references for individual students and groups of students.
11. Keeping records of the achievement and progress of students.
12. Keeping records of, and profiles on, the personal and social needs of students.

### **Pastoral Support & Guidance**

13. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
14. Maintaining good order and discipline among students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised activities elsewhere
15. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.
16. To act as a tutor/co-tutor to a designated group and to act as academic tutor to that group, supporting students in achieving the highest possible standards through setting and monitoring challenging targets

### **Performance Management & Continuous Professional Development**

17. Participating in any arrangements within an agreed national framework for the appraisal of her/his performance and that of other teachers
18. Reviewing from time to time her/his methods of teaching and programmes of work
19. Participating in arrangements for her/his further training and professional development as a teacher including attending a minimum of fifteen internal CPD sessions across an academic year
20. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her/his supervision and training
21. Maintaining a Professional Development Portfolio on Blue Sky

### **School Ethos**

For Hornsey staff in general:

- to play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
- to actively support the school's corporate policies and aspirations
- to adhere to the staff professional code of conduct as developed collectively by staff
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

**Signatures:**

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed..... (Teacher)

Date .....

Signed..... (Line Manager)

Date.....

## Hornsey School for Girls

### **MAIN PROFESSIONAL SCALE**

#### **PERSON SPECIFICATION**

##### **EDUCATION:**

1. Qualified teacher status
2. A degree in the relevant subject (minimum 2:2)
3. Evidence of recent and relevant training or INSET.
4. To enjoy teaching and to be a successful teacher able to model good teaching to others by acquiring, at minimum, an equivalent of an OfSTED grade of 'good' for learning and teaching

##### **EXPERIENCE:**

5. Evidence of excellent teaching ability and successful impact on student progress.
6. A good knowledge and an awareness of developments in the subjects National Curriculum and other statutory requirements at Key Stages 3, 4 and 5
7. A sound understanding of planning and assessment for learning
8. Proven administrative and organisational skills.
9. The ability to communicate effectively and appropriately with both staff and Students and to be able to prepare reports, profiles and maintain clear and comprehensive records.
10. An awareness of the range of strategies to address the differing needs which exist in the mixed ability classroom, and which include second language learners.
11. An understanding and appreciation of the value of interesting and stimulating display and other motivational materials.
12. A familiarity with Information Technology and with its educational uses as well as an ability to use Information Technology effectively to fulfil administrative requirements.

##### **SPECIAL ABILITIES/APTITUDES:**

13. A commitment to raising achievement and experience of devising and implementing successful strategies in order to do this
14. An understanding of target setting and action planning.

- 15 An understanding of the principles involved in being a successful team member
- 16 An understanding of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity even when under pressure.