

The Westgate School

Job Description: Teacher with KS3 responsibility

Responsible for :	Carrying out the duties of a school teacher as detailed in the Pay Policy
Responsible to :	Reporting to the Curriculum Leader

Main purpose of the job

To ensure the highest standards of teaching, learning and progress for the students taught to enable them to achieve their personal best.

To ensure students are nurtured and supported to ensure they are #equippedforlife

Professional Qualifications	Essential	Desirable
First degree or equivalent	✓	
Qualified Teacher Status (QTS)		✓
Evidence of professional development	✓	

Main job functions. The post holder will:

Teaching and Learning:

- Be an excellent reflective classroom practitioner
- Have evidence of excellent subject and curriculum knowledge
- Have a sound understanding of what makes an exceptional teaching and learning experience for pupils
- Keep up to date with educational changes, recent developments and key initiatives
- Have the willingness to 'take risks' through 'creativity' within the classroom
- Will embrace coaching to allow teaching and learning to flourish
- Have the teaching ability across age and ability range
- Be able to use positive engagement for learning in an environment of mutual respect, which allows pupils to feel safe, secure and promote their self-esteem.

Marking, Assessment and Feedback:

- To follow the departmental bespoke marking, assessment and feedback policy ensuring work life balance
- To assess pupils' work to inform next steps: teaching, progress and interventions
- To be familiar with statutory assessment and reporting procedures and to prepare accurate reporting to parents
- To meet statutory requirements where an accurate register of pupils each lesson is taken

TLR responsibilities:

- Develop the KS3 curriculum, creating schemes of work and resources to help support KS3 teachers
- Keep up-to-date with National Curriculum reforms
- Manage assessment and monitoring within KS3 in line with school policies and procedures
- Be able to analyse data and performance of students and disseminate information to the department
- Develop the extra curricula activities the department offer KS3 students
- Ensure assessment tasks are appropriate and liaise with the department to ensure accurate reporting of data
- Support staff with teaching and learning strategies to raise standards at KS3
- To catch success of students and staff within English
- To support staff at KS3 with student engagement to support high expectations and standards
- To support with performance management to grow and develop staff

Any other duties as directed by the Head Teacher, commensurate with the grade of the post.

Personal Qualities
<ul style="list-style-type: none"> • Approachable and kind, demonstrating a strong moral compass • Exceptional communication skills • The ability to inspire, enthuse and motivate both students and colleagues • Potential and desire to take ownership of personal growth and development to ensure #betterneverstops • Excellent organisational and time management skills • Resilience and the ability to cope well under pressure and 'bounce back' • Ambition for oneself, students and the school community • Empathy with young people from all backgrounds with a commitment to inclusion • A sense of humour and a sense of perspective • A team player at all times including challenging circumstances • Ensure your 'wellbeing' through a healthy work life balance • Be reflective, taking on board feedback and acting upon it positively • Ability to deal with people sensitively and calmly to resolve potential conflict
Community Ethos
<ul style="list-style-type: none"> • Willingness to contribute to the wider life of the school • Commitment to ensure visible presence across the school during duties to safeguard students • Sound understanding and keeping up to date with educational changes, recent developments and key initiatives • Act as a role model within the community, upholding and embracing the school's ethos and values • Ensure that school policies including those relating to Race Equality, Equal Opportunities, Code of Conduct and Health & Safety are adhered to
Confidentiality
<p>During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.</p>
Data Protection
<p>During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR 2018 and the relevant policies and procedures.</p>
Safeguarding Children
<p>In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which, always focuses upon the best interests of the students and the school.</p> <p>You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.</p>
Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's GDPR policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.