



## CHIPPING NORTON SCHOOL

### JOB DESCRIPTION

### CLASSROOM TEACHER

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<b>Reporting To:</b>	HEAD OF DEPARTMENT
<b>Line Management:</b>	N/A
<b>Salary</b>	MPS/UPS

#### JOB PURPOSE:

- To support the ethos and goals of the school
- To deliver high quality teaching and learning in accordance with school and department policies and procedures
- To support the school's responsibility to provide opportunities for the academic and person development of students

#### KEY RESPONSIBILITIES:

- To raise standards of student achievement
- To develop confidence and competence in teaching your subject/subjects
- To carefully monitor the progress of students as both teacher and tutor

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#### PRINCIPAL RESPONSIBILITY AREAS:

##### A. TEACHING AND LEARNING

- Plan the teaching of well-structured lessons in accordance with Our Standards for Teaching and Learning, departmental schemes of work and the National Curriculum to ensure the needs of all students are met
- Liaise with relevant colleagues to secure good practice in teaching (including Learning Support team)
- Keep subject knowledge and pedagogy up to date and contribute effectively to the development of course developments
- Attend department and other meetings as appropriate and as directed
- Set sufficient and meaningful work in case of your own, or student absence

## **B. ACHIEVEMENT AND STANDARDS**

- Set challenging targets for students based on effective use of data
- Monitor student learning and progress through careful assessment and regular analysis of data
- Ensure high standards of behaviour for learning and manage inappropriate behaviour according to school policy
- Regularly mark work according to school and department policy and provide feedback related to target levels and grades that enable students to make progress
- Review attainment and progress as required in order to report as part of the assessment and reporting cycle

## **C. PERSONAL DEVELOPMENT AND WELL-BEING**

- Ensure students understand progression in the subject and its place in the wider world
- Develop opportunities for students to extend their learning through extra-curricular opportunities
- As a tutor, make effective use of tutor time in accordance with the expectations specific to your Year Team

## **D. LEADERSHIP AND MANAGEMENT**

- Lead by example, creating a positive ethos and modelling high standards of professional behaviour and dress
- Uphold the school's policies and procedures, especially those related to teaching, learning and behaviour
- Lead your own professional development and actively participate in activities related to effective appraisal
- Undertake school lesson observation as part of department and school observation schedules
- Promote and model good relationships with students, parents and staff and seek their views as part of self-evaluation
- Support the social, personal, spiritual and cultural well-being of students as an effective tutor
- Supervise students outside of lessons, during lesson change over and in the breaks according to policy and best practice
- Attend and contribute to parents' evenings, staff meetings, open evenings or as otherwise directed
- In your teaching spaces implement school policies and procedures related to Health and Safety. Report all Health and Safety issues and defects to your Head of Department. Be fully familiar with emergency evacuation plans and potentially hazardous resources or activities
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## **GENERAL DUTIES:**

- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation.

## **NOTES:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- In addition, the post holder will be required to:

- Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
  - Work in accordance with the Data Protection Act.
  - Provide a healthy and comfortable working environment, smoking is strictly prohibited.
  - This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.
  - The performance of all the duties and responsibilities shown above will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed bi-annually and any changes will be subject to consultation

**SAFER RECRUITMENT STATEMENT:**

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were committed / recorded.

***Last Updated: October 2020***

<b>NAME PRINTED:</b>	
<b>SIGNED:</b>	
<b>DATED:</b>	



## CHIPPING NORTON SCHOOL

### PERSON SPECIFICATION

### CLASSROOM TEACHER

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the “E/D” column.

**CODE:**

- E/D Essential or Desirable
- A Application form
- I Interview/presentation
- R References

How the evidence will be tested / gathered is indicated in the final three columns.

A	TRAINING & QUALIFICATIONS	E or D?	A	I	R
1.	Enhanced DBS	E			
2.	Qualified Teacher Status	E	✓		
3.	Classroom Teaching at Key Stage 3/4	E	✓		
4.	Sixth Form Teaching	D	✓		
B	EXPERIENCE OF TEACHING & SCHOOL LEADERSHIP		A	I	R
1.	Commitment to raising achievement across a key stage	E	✓	✓	
2.	Willingness to learn, develop and share skills	E		✓	✓
3.	High expectations of all students	E			✓
4.	Ability to create an effective learning environment for all students	E	✓	✓	

5.	Evidence of successful lesson planning and delivery	E		✓	✓
<b>C</b>	<b>PROFESSIONAL KNOWLEDGE &amp; UNDERSTANDING</b>				
1.	Knowledge of effective teaching and learning styles and assessment methods	E	✓	✓	
2.	Thorough knowledge of subject area	E		✓	✓
3.	Good ICT skills	E			✓
4.	Ability to use and understand assessment data	D	✓	✓	
5.	Familiarity with assessment and marking framework			✓	
<b>D</b>	<b>PERSONAL SKILLS &amp; ATTRIBUTES</b>				
1.	Ability to establish good working relationships with colleagues	E			✓
2.	Ability to work in a team	E	✓		✓
3.	Good time management	E		✓	✓
4.	Good communication skills	E	✓	✓	✓
5.	Evidence of innovative practice	D	✓		