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| **REDDISH VALE HIGH SCHOOL**  **JOB DESCRIPTION**   |  |  | | --- | --- | | **Post Title:** | Teacher | | **Responsible to:** | Head of Department | | **Main purpose of the job** | * To teach the relevant subject at Key Stage 3 and 4 in order to maximise learning, progress and achievement for all pupils in the taught classes, under the leadership of the relevant Head of Department * Actively supporting the vision and values of Reddish Vale High School and South Manchester Learning Trust. | | |
| **Areas of responsibility and key tasks:**  **Teaching and Learning**   * Teach classes as directed, which follows Department Syllabuses and Schemes of Work, ensuring all lessons are suitably planned to meet the needs of different groups of leaners and appropriately resourced * Ensure teaching is creative, engages and inspires pupils and makes effective use of technology * Ensure marking and feedback complies with school policy and that there is a strong focus on assessment for learning * Ensure that all homework is appropriate and recorded on ‘Show my Homework’ * Promote a positive climate for learning and behaviour, implementing learning strategies that enable all pupils to be successful   **Professional Expectations**   * Maximise the progress and achievement of all pupils in subject(s) * Work with the department to develop schemes of work and resources to enable all pupils to gain access to the curriculum * Ensure effective teaching strategies are in place within the department * Work with the department to set targets and plan for improvement, development and enrichment * Be familiar with and adhere to all school policies, in particular teaching and learning, safeguarding, child protection and professional expectations, being pro-active in ensuring pupil safety * Meet the national requirements for main scale and (where relevant) post threshold teachers including active participation in the school systems for appraisal/performance management * Arrive promptly to lessons, accurately take appropriate registers and dismiss pupils at the correct times * Maintain good order and discipline in and out of the classroom, using rewards/sanctions in line with school policy * Support the day-to-day management of the school including break and after school supervision * Take part in liaison and marketing activities including parents evening, open evenings and liaison events with partner school   **Pupil progress**   * Ensure that classroom strategies are effective in enabling all groups of pupils to make at least expected progress * Where pupils are underachieving, ensure immediate action is taken which involves the department and SLT as appropriate * Ensure records of pupils work and achievements are kept securely * Ensure that assessments are reliable, regular and informs classroom practice * Respond to requests to submit information about pupil progress to colleagues, ensuring all data provided is accurate and reliable * Be prepared for parent-teacher meetings, actively securing parental attendance * Attend and contribute to Department and School meetings/briefing   **Form Tutor Responsibilities**   * Complete registers accurately * Monitor attendance and punctuality, including follow‐up * Monitor standards of uniform and personal appearance and address any issues as they arise * Escort groups to assembly and attend assembly * Responsible for the co‐ordination of reports and other records * Respond to disciplinary problems as required, referring serious misconduct to the Head of House as appropriate * Share information from the Head of Year to the tutor group in a prompt manner * Encourage inter‐form competitions and the participation of the tutor group in other school activities * Be available to meet parents as appropriate * Curriculum issues: * Activities supporting Learning in tutor periods * Knowledge of the tutor programme * Knowledge of the SEN pupils and their targets * Target group members in the tutor group.   **Ethos and Values**   * Model the principles of Respect, Aspiration, Determination and Independence (RADI) * Promote the school ethos, values and celebrate the work and achievements of the pupils * Demonstrate high expectations of pupils and to challenge underachievement * Have a commitment to professional learning and continuous improvement by taking part in the schools CPD programme, and show responsibility for own self development * Implement the department and school policies and vision in the classroom   **Pastoral**   * Support general responsibility for the academic, social, personal and cultural developments of all pupils * Guide individual pupils in regards to their personal development including their faith, specific phases of educational development and transition, identifying any non-academic matters of concern by providing guidance or liasing with pastoral colleagues as appropriate   **Safeguarding**   * To be committed to safeguarding and promoting the welfare of pupils, including recording/reporting any concerns promptly and accurately   **Health and Safety**   * Comply with the schools health and safety policy and legislation | |
| **Signed by Post Holder:** | **Date:** |
| **Signed by Headteacher:** | **Date:** |

**PERSON SPECIFICATION**

**TEACHER**

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| **Qualifications and Professional Development** |  |
| Qualified Teacher Status | E |
| Good honours degree in relevant subject | E |
| Evidence of commitment to own professional development | E |
| Recent relevant CPD | D |
| **Experience** |  |
| Experience of planning and teaching Secondary curriculum | E |
| Recent successful teaching at KS3 and 4 | E |
| Experience of being a good/outstanding teacher/trainee teacher | E |
| Experience of using progress data to inform teaching and learning | E |
| **Skills and Knowledge** |  |
| Current knowledge and understanding of the curriculum in the relevant subject | E |
| The ability to create innovative resources and learning opportunities to engage pupils | E |
| Knowledge of Assessment for Learning and how to use it to engage pupils | E |
| To be able to effectively use data, assessment and target setting to raise standards and address weaknesses | E |
| The ability to produce detailed schemes of work and sequential lesson plans | E |
| To be able to exemplify how the needs of all priority groups have been met through high quality teaching | E |
| The ability to use strategies to provide access to the curriculum for pupils from a variety of cultural backgrounds, pupils with English as a second language, SEND, Pupil Premium and High Band pupils | E |
| The ability to form good relationships with colleagues, pupils, parents and other professionals | E |
| Ability to work part of a team | E |
| The ability to meet deadlines using effective time management skills | E |
| Able to demonstrate a proven track record of effective behaviour management strategies | E |
| Good IT skills | E |
| Excellent verbal and written communication skills | E |
| **Personal Qualities** |  |
| A commitment to continuing personal professional development | E |
| A commitment to safeguarding and promoting the welfare of young people | E |
| A commitment to equal opportunities and inclusion by demonstrating an understanding, awareness and empathy for the needs of the pupils at Reddish Vale High School and how these could be met | E |
| Able to maintain confidential issues within the working environment | E |
| A willingness to contribute to extra-curricular activities/whole school events | E |