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| **REDDISH VALE HIGH SCHOOL****JOB DESCRIPTION**

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| **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.
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| **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
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| **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 |