

**Chislehurst School for Girls**

**JOB DESCRIPTION**

**NAME**

**POST**

**SUBJECT(S)**

**LINE MANAGEMENT**                      Head of Faculty

You are expected to carry out the duties of school teachers as set out in the relevant paragraphs of the current School Teachers' Pay and Conditions Document.

1) On main range, you will take all reasonable steps (in line with school policies and practices) to fulfil the main activities pertaining to this post below.

<p><b>QUALITY OF EDUCATION</b>  (Curriculum impact)</p>	<ul style="list-style-type: none"><li>• Set goals that stretch and challenge students of all backgrounds, abilities and dispositions.</li><li>• Be accountable for students' attainment, progress and outcomes.</li><li>• Students should be able to verbalise: A) their learning within the lesson B) how the lesson contributes to the end point of the unit</li><li>• Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these.</li><li>• Guide students to reflect on the progress they have made.</li><li>• Know and understand how to assess the relevant subject including statutory assessment requirements.</li><li>• Make use of formative and summative assessment to secure students' progress, including effective use of questioning throughout the lesson.</li><li>• Use relevant data to monitor progress, set targets, and plan subsequent lessons.</li><li>• Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.</li><li>• Give feedback on your classes to your second in charge after each Assessment Point, including your planned interventions to tackle any underachievement in your classes.</li></ul>
<p><b>QUALITY OF EDUCATION:</b>  Curriculum implementation</p>	<p>Subject knowledge:</p> <ul style="list-style-type: none"><li>• Have a secure knowledge in the relevant subject(s) and curriculum area. Be able to verbalise the sequencing of the components of each unit of work</li><li>• Foster and maintain students' interest in the subject.</li></ul>

- Address misunderstandings / misconceptions.
- Demonstrate a critical understanding of developments in the subject.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English .
- Take part in regular CPD in order to ensure that your knowledge is up-to-date.
- Use ICT to effectively enhance learning.
- Develop high standards of Numeracy whenever appropriate.
- Ensure that your approaches to T&L contribute to the design and provision of engaging lessons within the agreed national Curriculum programmes of study

Planning and teaching:

- Effective use of lesson time in order to maximise students' achievement and enjoyment.
- Set homework and plan other out-of-class activities to consolidate knowledge where appropriate.
- Reflect systematically on the effectiveness of your lessons and adapt content following your monitoring of the students' work in class.
- Ensure that your approaches to teaching contribute to the design and provision of engaging lessons.
- Ensure that all lessons include: retention strategies (for example, spacing / interleaving)

Adapt teaching to respond to needs:

- Know when and how to differentiate/personalise appropriately.
- Use approaches which enable students to be taught and learn effectively, to the best of their ability.
- Demonstrate an awareness of the physical, social and intellectual development of children.
- Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities, ensuring that they are all met.

<b>BEHAVIOUR and attitudes</b>	<ul style="list-style-type: none"> <li>• Establish a safe and stimulating environment for students, rooted in mutual respect.</li> <li>• Demonstrate consistently the positive attitudes, values and behaviour which are expected of students.</li> <li>• Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.</li> <li>• Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.</li> <li>• Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them.</li> <li>• Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.</li> <li>• Ensure that the 4 Rs are consistently followed</li> <li>• Monitor and follow up non-attendance to learning</li> </ul>
<b>Personal development</b>	<ul style="list-style-type: none"> <li>• Uphold British values and ensure that students respect them</li> <li>• Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions and take action accordingly.</li> <li>• Contribute towards SMSC</li> <li>• Contribute to enhancement of the wider curriculum (for example: trips, clubs etc...)</li> </ul>
<b>LEADERSHIP or wider context</b>	<ul style="list-style-type: none"> <li>• Develop a consistently positive attitude in all aspects of school life and uphold the aims and objectives of the school.</li> <li>• Accept a share in the organisational tasks of the faculty.</li> <li>• Maintain high standards in own attendance and punctuality.</li> <li>• Share good practice with the rest of the Faculty.</li> <li>• Contribute positively to the whole-school ethos of Chislehurst School for Girls, in line with the School Aims; <ul style="list-style-type: none"> <li>a carry out a share of supervisory duties in accordance with the published guidelines.</li> <li>b participate in the school policy of appraisal and staff development.</li> <li>c attend Faculty, Year and Staff meetings required by the Headteacher in directed time.</li> <li>d contribute to the wider culture, ethos and experiences of the school.</li> <li>e carry out any other tasks as may be reasonably required.</li> </ul> </li> <li>• Participate fully in CPD activities across the school especially child protection and safeguarding training.</li> </ul>

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acknowledged by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NB** This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.