

## **Classroom Teacher**

### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

Responsibility for safeguarding and protecting the welfare of all students, particularly designated students at specified times, in accordance with the timetable or other directions, including reporting suspected signs of student neglect or abuse through established school procedure.

### **Purpose**

1. To play a full part in the life of the school community, to support its distinctive aims and aspirational ethos and to encourage staff and students to follow this example.
2. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support designated curriculum areas as appropriate.
3. To monitor and support the overall progress and development of students as a classroom teacher.
4. To facilitate and encourage a variety of learning experiences which provides all students, whatever their gender, ethnicity or ability, with the opportunity to achieve their individual potential.
5. To contribute to raising standards of student attainment and achievement.
6. To be responsible for delivering learning in accordance with the designed department programme, senior management strategy and national guidelines.

### **Teaching and Learning**

1. Carry out teaching duties in accordance with the school's schemes of work, the National Curriculum and to undertake a designated programme of teaching.
2. Teach subject at A Level/GCSE/BTEC National level 2/3 and Key Stage 3.
3. Liaise with colleagues to deliver units of work in a collaborative way.
4. Work productively with others including teaching assistants, SENCOs, Advanced Skills Teachers and Teaching & Learning Managers to enhance pupil progression.
5. To take good care of pupils' work and to ensure that it is stored securely.
6. Ensure the effective and efficient deployment of classroom support.
7. Set targets for student attainment levels using, and demonstrating an understanding of the data available.
8. Set work for students absent from school.
9. Demonstrate good practice in the teaching areas of responsibility.
10. Teach students according to their educational needs, including the setting and marking of work/homework carried out by the student in school and elsewhere.

11. To motivate and inspire pupils to engage positively with their learning and complete the tasks set by their subject teacher with confidence and with interest.
12. Ensure that ICT, Literacy, Numeracy, Citizenship, PSHE and school subject specialism(s) are reflected in the teaching/learning experiences of students.
13. Plan and prepare courses and lessons to ensure a high quality learning experience for students which meets internal and external quality standards.
14. Develop, prepare and update subject materials.
15. Use a variety of delivery methods which will stimulate learning appropriate to students' needs and which will meet the demands of the syllabus.
16. Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
17. Keep up-to-date with relevant initiatives and developments in areas of expertise.
18. Review annually or more frequently, methods of teaching and programmes of work.
19. Use ICT hardware and software as appropriate to the requirements of the Schemes of Work.
20. Establish and maintain an attractive context for learning in the classroom, including the regular display of pupils' work to promote achievement.

## **Assessing and Reporting**

1. Maintain appropriate records and provide relevant, accurate and up-to-date information for school systems.
2. Complete the relevant documentation to assist in the tracking of students.
3. Track students' progress and use information to inform teaching and learning.
4. Maintain lesson evaluations.
5. Mark, grade and return classwork and homework within agreed time span, providing written/verbal and diagnostic feedback as required. Report progress against targets for all pupils including those absent from school.
6. Assess, record and report on the attendance, progress, development and attainment of students and keep such records as required.
7. Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
8. Undertake assessment of students as requested by external examination bodies, departmental and school procedures showing good understanding of the examination requirements used within the subject.
9. Liaise with parents and attend consultation evenings.

## **Standards**

1. Support the aims and aspirational ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. To respond to communications professionally, efficiently and effectively.

4. Attend and participate in open evenings and student performances.
5. Uphold the school's behaviour code and uniform regulations.
6. Attend and participate in team and staff meetings.
7. Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
8. Seek/implement modification and improvement where required.
9. Adherence to the school's official timetable.
10. To control and oversee the use and storage of all textbooks, stationery and other teaching materials used.

### **Other Key Tasks, Responsibilities and Activities**

1. To promote actively the school's corporate policies and adherence to procedures.
2. To comply with the school's Health and Safety policy, undertake risk assessments and to report and address repair and maintenance issues as appropriate.
3. To be courteous to colleagues and provide a welcoming environment to visitors, stakeholders and other clients through all forms of communication.
4. To communicate effectively and politely with parents/carers of students as appropriate.
5. To assist in the development of appropriate syllabus, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
6. To contribute to the development of the Curriculum Area, the Department's Development Plan and its implementation.
7. To undertake Continuous Professional Development in the relevant areas including subject knowledge and teaching methods.
8. To work as a member of a designated team and contribute positively to effective working relations within the school.
9. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
10. Where appropriate, to communicate and co-operate with persons or bodies outside of the school.
11. To follow agreed policies for communication in the school.
12. To take part in marketing and liaison activities such as Open Evenings, Parent Evenings, Review Days and liaison events.
13. To contribute to the development of effective subject links with external agencies.
14. To assume appropriate Departmental and School responsibilities as designated by line managers.
15. To comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
16. To ensure that any information deemed confidential by the Headteacher / Safeguarding Officer is not transferred to a third party without their explicit consent. This includes information regarding pupils, parents/carers, staff, critical incidents and the school itself; especially where it involves allegations or investigations concerning staff members. Failure to comply

with the aforementioned responsibility or the Data Protection Act will be considered a breach of contract.

### **Person Specification**

1. An understanding of, and commitment to, the aspirational ethos of Kingsdale School
2. To hold a degree or equivalent qualification in a relevant subject
3. Qualified Teacher status
4. Appropriate and successful experience and/or qualification in the teaching of the named subject(s)
5. To demonstrate the ability to maintain the highest expectations for all pupils
6. Demonstrate the ability to progress pupils' learning ensuring that students reach appropriate levels of attainment in public examinations
7. Ability to do the job description
8. Appropriate classroom and behaviour management skills
9. The knowledge, understanding and ability to put into practice the School's Equal Opportunities Policies
10. Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with students.
11. Physically able and sufficiently resilient to fulfil the requirements of the post
12. To have recent, successful experience of teaching in a multi-cultural School
13. Good and effective verbal and written communication skills with people at all levels both within and outside of the school
14. To present information and ideas clearly, by using language and demonstrating other communication skills appropriate to audience
15. Exercise flexibility in order to accommodate changes in work priorities
16. Provide contingencies to deal with the unexpected
17. Think clearly and logically in working through a problem, making referrals as appropriate
18. Anticipate workload and plan ahead
19. Monitor progress against key performance indicators
20. Contribute towards the effective delivery of performance targets, objectives and standards set at departmental/school level
21. Lead by example in demonstrating/adhering to the standards of behaviour expected in the school environment

In addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline

Any relevant issues arising from references will be taken up at interview for shortlisted candidates.