Job Description & Person Specification

Job Title:	**Classroom Teacher**
Location:	**Hinchingbrooke School**
Reports to:	**Head of Department and Principal**
Salary:	**Main / Upper Pay Scale**
Contract Term:	**Permanent**

Purpose

To carry out the duties of a teacher in accordance with the provisions of the current School Teachers' Pay and Conditions Document and to work towards the agreed aims of the School. To undertake the role of a teacher to the specified standards set out in the Teachers' Standards document.

Duties & Responsibilities

Teaching

Having regard to the curriculum for the School, and with view to promoting the development of the abilities and aptitudes of the students in any class or group assigned to you, to:

- Plan and prepare courses and lessons
- Teach, according to their educational needs, the students assigned to you
- Set and mark work to be carried out by the students in the school and elsewhere
- Assess, record and report on the development, progress and attainment of students

Other activities

- To promote the general progress and well-being of individual students of any class or group of students assigned to you
- To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- To provide guidance and advice to students on educational and social matters and, where appropriate, on their further education and future careers, including information about sources of more expert advice on specific questions; make relevant records and reports
- To make records of and reports on the personal and social needs of students
- To communicate and consult with the parents of students
- To communicate and cooperate with bodies outside the school
- To participate in meetings arranged for any of the purposes described above

Assessments and reports

- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students

External examinations

- To participate in arrangements for preparing students for external examinations, assess students for the purposes of such examination and record and report such assessments; and participate in arrangements for students presentation for, and conduct, of such examinations (you are not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation)

Appraisal review of performance

- To participate in the current arrangements made for appraisal or review of your performance and that of any other teachers for whom you have line management responsibility

Review, induction, further training and development

- To review from time to time your methods of teaching and programmes of work
- To participate in arrangements for your further training and professional development as a teacher, including the training and professional development to meet needs identified in planning and review statements

Health and Safety

- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy

Form Tutor

- To satisfy the roles and responsibilities set out in the job description for a form tutor and additionally those detailed in this job description

Other

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school including pastoral arrangements
- To supervise and, as far as it is practicable, teach any students whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year)
- To contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods
- To assist the Principal in carrying out the threshold assessments of other teachers for whom you have management responsibility
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To participate in administrative and organisational tasks relating to such duties as are described above, including the direction or supervision of persons who provide support for the teachers in the school
- To attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions
- To contribute to the wider life of the school. Extra-curricular activities play an important role at Hinchingbrooke and all staff are expected to support this

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed……. (Teacher)

Signed……. (Head of Department)

Date…….

Hinchingbrooke School is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment

Hinchingbrooke School Person Specification: Classroom Teacher	
Criteria	
QUALIFICATIONS/KNOWLEDGE	
University Degree	Essential
Qualified Teacher Status, with subject specialism(s) related to the Learning Directorate	Essential
Ability to teach across the full 11-18 age and ability range	Essential
Further professional qualifications	Desirable
Appropriate in-service training/CPD according to experience	Desirable
EXPERIENCE	
A track record of success in teaching and learning, according to experience	Essential
Involvement in the monitoring of progress and attainment at student and class level	Essential
Experience in developing teaching and learning in an inclusive environment	Essential
Experience in monitoring and developing the academic and personal progress of individual students as a tutor	Essential
Experience in developing teaching and learning in a multi-cultural environment	Desirable
Involvement in curriculum initiatives and extra-curricular developments	Desirable
Successful post-16 experience	Desirable
PROFESSIONAL COMPETENCE	
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Professional knowledge and understanding of one or more subjects within the Learning Directorate	Essential
Ability to articulate characteristics of effective teaching and learning with evidence of good practice	Essential
Good classroom management technique	Essential
Knowledge and understanding of effective assessment and its contribution to learning and progression	Essential
Knowledge of strategies related to key issues in education e.g. gender issues, equal opportunities, SEN	Essential
Ability to contribute to Programmes of Study/Lesson Plans	Essential
Knowledge and use of ICT and e-learning	Essential
Knowledge and understanding of current Teaching & Learning issues relevant to the needs of the Academy	Desirable

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Ability to contribute to the SMSC/Citizenship programme	Desirable
Involvement in extended curricular provision	Desirable
Good ICT skills and an awareness of its potential	Desirable
Professional knowledge and understanding of one or more subjects within the Learning Directorate	Essential
Able to express a vision for subject development	Essential
LEADERSHIP AND PERSONAL QUALITIES	
Commitment to an ethos of high standards, personal fulfilment and academic success	Essential
A capacity to inspire through a love of teaching	Essential
Ability to relate well to the whole community	Essential
Energy, stamina and determination	Essential
A sense of humour and an ability to remain calm under pressure	Essential
Involved in educational developments beyond what is required	Desirable
Self-confident and having personal impact and presence	Desirable
Commitment to acquire further skills and career enhancement	Desirable
MANAGEMENT SKILLS	
An ability to establish positive and sensitive interpersonal relationships across the community	Essential
An ability to be a team player.	Essential
An ability to plan time effectively and meet required deadlines	Essential
An awareness of whole Academy issues	Desirable
An understanding of accountability	Desirable
Experience of Self Evaluation	Desirable
INTERPERSONAL SKILLS	
Demonstrable good relationships with colleagues, students and the wider community	Essential
Commitment to contributing to extra-curricular activities of the school	Essential
Commitment to promoting and safeguarding the welfare of all students	Essential