



# SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

## JOB DESCRIPTION

Effective Date:

<b>1. DESCRIPTION</b>	
<b>1.1 Post Title:</b>	Teacher
<b>Post Holder:</b>	
<b>Location:</b>	Slough and Eton School
<b>1.2 MAIN PURPOSE OF JOB</b>	
As a main scale teacher you are expected to plan and deliver high quality lessons and learning experiences which meet not only the requirements of the National Curriculum but also use its flexibility to engage, motivate and challenge each pupil under your care.	
<b>1.3 POSITION IN ORGANISATION</b>	
Name and position of immediate supervisor:	
The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.	
<b>Teaching and Learning</b>	
<ul style="list-style-type: none"><li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.</li><li>To contribute to the Department Development Plan and its implementation.</li><li>To plan and prepare high quality lessons.</li><li>To contribute to the whole school's planning activities.</li><li>To contribute to the process of monitoring and evaluation of the Department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li><li>To review from time to time methods of teaching and programmes of work.</li><li>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.</li><li>To contribute to the development of effective subject links with external agencies.</li><li>To be a Form Tutor to an assigned group of pupils.</li><li>To teach pupils, according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li><li>To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li><li>To commit to the running of extra curricular clubs.</li><li>To seek additional OSHL opportunities for pupils in the wider community through trips and visits.</li></ul>	
<b>Pupil outcomes</b>	
<ul style="list-style-type: none"><li>To maintain appropriate records and to provide relevant, accurate and up to date information for SIMS, registers etc.</li></ul>	

- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

### **Performance Management**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To actively engage in the Performance Management Review process.

### **Other**

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities framework.
- Take responsibility for knowledge of the school's safeguarding and child protection policies and procedures, and demonstrate commitment to promoting and safeguarding the welfare of children and young people in line with these.
- Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

### **Skills/Person Specification**

You must have Qualified Teacher Status in the UK, or an equivalent overseas qualification with UK teaching experience. This will allow you to deliver the National Curriculum and be properly equipped to deal with classroom management. You will be committed to raising standards and have good organisational and interpersonal skills.

### **Qualifications**

- A Degree
- Qualified Teacher Status, with subject specialism(s) related to the post advertised
- Ability to teach across the full 11-18 age and ability range

### **Previous Experience**

- A track record of success in learning and teaching, according to experience
- Involvement in the monitoring of progress and attainment at pupil and class level
- Experience in developing learning and teaching in an inclusive environment
- Experience in monitoring and developing the academic and personal progress of individual pupils as a tutor

### **Professional Competence**

- Professional knowledge and understanding of NC and GCSE requirements
- Ability to articulate characteristics of effective teaching and learning with evidence of good practice
- Good classroom management technique
- Knowledge and understanding of effective assessment and its contribution to learning and progression
- Knowledge of strategies related to key issues in education eg gender issues, equal opportunities, SEN
- Ability to contribute to Module Overviews/Lesson Plans
- Knowledge and use of ICT and e-learning

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

## Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

## Health and Safety

You are required to comply with the school's Health and Safety policy at all times.

Signed by

Job Holder: ..... Date: .....



**Person Specification**

**Teacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>▪ A Degree</li> <li>▪ Qualified Teacher Status, with subject specialism(s) related to the post advertised</li> <li>▪ Ability to teach across the full 11-18 age and ability range</li> </ul>	 √  √ √	
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>▪ Professional knowledge and understanding of NC and GCSE requirements</li> <li>▪ Ability to articulate characteristics of effective teaching and learning with evidence of good practice</li> <li>▪ Good classroom management technique</li> <li>▪ Knowledge and understanding of effective assessment and its contribution to learning and progression</li> <li>▪ Knowledge of strategies related to key issues in education eg gender issues, equal opportunities, SEN</li> <li>▪ Ability to contribute to Module Overviews/Lesson Plans</li> <li>▪ Knowledge and use of ICT and e-learning</li> <li>▪ Excellent time management and organisational skills</li> <li>▪ Excellent interpersonal and communication skills, both written and spoken</li> <li>▪ Ability to work independently and take initiative</li> </ul>	 √  √ √ √  √ √ √ √ √ √ √	
<b>Experience</b> <ul style="list-style-type: none"> <li>▪ A track record of success in learning and teaching, according to experience</li> <li>▪ Involvement in the monitoring of progress and attainment at pupil and class level</li> <li>▪ Experience in developing learning and teaching in an inclusive environment</li> <li>▪ Experience in monitoring and developing the academic and personal progress of individual pupils as a tutor</li> </ul>	 √  √  √ √	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>▪ A sense of humour</li> <li>▪ A flexible and adaptable approach</li> <li>▪ Commitment to raising standards</li> <li>▪ A desire to continue to learn and develop within the professional role</li> <li>▪ Resilience and determination to be successful</li> <li>▪ Ability to work well under pressure</li> <li>▪ Commitment to safeguard and promote the welfare of children and young people</li> </ul>	 √ √ √ √ √ √ √	