

JOB DESCRIPTION



EAST RIDING
OF YORKSHIRE COUNCIL

Job Title:	Teacher	Post Number:	S4064010
Responsible to:	Director of Curriculum Area	Scale Point:	MPS/UPS

Principal Accountabilities:

To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.

Uphold the school values: Pride, Aspire, Respect. By creating and maintaining positive relationships within the school community, built on mutual respect and shared values. Inspire students to raise aspirations, build confidence and encourage learning for life.

Teaching

- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work carried out by the students in School and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with School policy.
- Setting, with the student and where possible the parent, short term targets for learning which take into account prior attainment.
- Reviewing regularly your methods of teaching and programmes of work.
- Treat students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- Registering the attendance of students, attending assemblies and supervising students during break.
- Promoting the general progress and well-being of individual students in your teaching or tutor group.
- Providing guidance and advice to students on educational and social matters and offering information about sources of more expert advice on specific questions.
- Making records of, and reports on, the personal and social needs of students when appropriate.
- Communication and consulting with the parents of students when appropriate - usually in co-operation with the Year Leader.
- Participating in meetings arranged for any of the above, as required.
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students.
- Working within the attributes, knowledge & understanding, and skill levels as set within the Professional Standards for Teachers as appropriate to your level – e.g. QTS/core/post threshold.
- Participating in any arrangements within an agreed framework for Performance Management.
- Review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing. Refining your approaches where necessary responding to advice support and feedback from colleagues. Participating in arrangements for INSET and your professional development as a teacher.

Behaviour and Safeguarding

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect.
- Manage classes effectively, using the School's Behaviour Policy and the Positive Discipline system.
- Maintaining good relationships with students, exercise appropriate authority and act decisively when necessary.
- Be a positive role model and demonstrate consistently expectations around positive attitudes, values and behaviour.
- Take responsibility for promoting and safeguarding the welfare students within the school, raising any concerns promptly under the School Safeguarding and Child Protection Policy, Staff Code of Conduct and Keeping Children Safe in Education processes and procedures.

- Safeguarding all students' health and safety both when they are authorised to be on School premises and when they are engaged in authorised School activities elsewhere.
- Carry out social time duties as directed.

Public Examinations

- Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for, and supervision during, such examinations.

Team working and Collaboration

- Making a contribution as needed to the induction of new teachers.
- Taking part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
- Participating in meetings/professional development at School which relate to the curriculum for the School or the administration of the organisation of the School, including pastoral arrangements.
- Work collaboratively with others to develop effective professional relationships.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

HEADLANDS SCHOOL
SINCE 1965

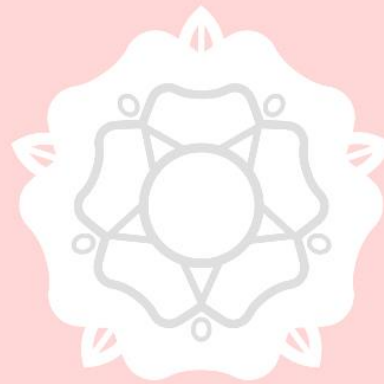
PERSON SPECIFICATION

Job Title: Teacher

Post Number: S4064010

ATTRIBUTES	ESSENTIAL	DESIRABLE	How Measured During Recruitment and Selection Process
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • First or Second Class Hons Degree. 	<ul style="list-style-type: none"> • Specific training to teach courses at Secondary level, e.g. PGCE. 	Application Form Certificates Verification by DfE
Experience	<ul style="list-style-type: none"> • Successful experience of teaching (Subject area) to GCSE Level. 	<ul style="list-style-type: none"> • Experience teaching (second Subject Area if applicable). • Experience of Teaching A-Level • Experience of collaborative working with external parties. 	
Special Skills, Aptitudes and Knowledge	<ul style="list-style-type: none"> • High level organisational skills. • High level problem solving skills. • Excellent communication skills and inter-personal skills. • Ability to handle conflict and manage difficult students. • Ability to work under pressurised conditions. • Good level of IT usage. 	<ul style="list-style-type: none"> • Involvement in extra- curricular activities. • Understanding of the role of a Form Tutor or mentor. 	
Personal Qualities	<ul style="list-style-type: none"> • Understanding of and commitment to school ethos. • Motivation to work with children and young people for their benefit. • A student-centred approach to learning and education that puts students' learning and development first. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to meet deadlines. • Ability to motivate children and young people. • Enthusiasm and passion for teaching and learning. • Commitment to high standards in self and students. • Consistently good or outstanding classroom practice. Constructively critical thinker. • Pastoral as well as intellectual interest in education. • Enthusiastic and flexible. 	<ul style="list-style-type: none"> • Excellent attendance record. • Adaptability to changing circumstances and new ideas. • Creative thinking and problem solving. • Interest in and ideas for cross-curricular collaboration. • Interest in and willingness to take part in extra-curricular activities. • Commitment to links and partnerships with schools and other organisations. • Consistently good or better classroom practice. 	

Working Arrangements and Personal Availability	<ul style="list-style-type: none"> Suitable to work with children. 		CRB check References
Physical	<ul style="list-style-type: none"> Medical Clearance. 		



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