



## **Hadlow Rural Community School**

### **Job Description**

<b>Post Title:</b>	<b>Teacher</b>
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This job description may be amended at any time following discussion between the headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

### **Job Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.

### **Areas of Responsibility and Key Tasks**

#### **a) Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying and planning for SEN and very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support

#### **b) Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve

specific aspects of teaching;

- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records in agreement with School policies to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.

**c) Curriculum Development**

- Contribute to a subject area or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities

**d) Pastoral Duties**

- be a form tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaise with the AHT Behaviour & Safety to ensure the implementation of the School's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of student reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to the PSHE and Citizenship School policy.

**e) Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the Social, Moral, Spiritual and Cultural development of students;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- attend the full range of meetings contained within the directed time budget necessary to contribute to the discharge of responsibilities of subject teams and the School as a whole;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate;

- take responsibility for own professional development and duties in relation to School policies and practices;
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description sets out the duties of a teacher at the time it was prepared. Such duties may vary from time to time without changing the general nature of the duties and level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

**Signed and agreed:**

**Name:**

**Date:**



## Person Specification

<b>Post Title:</b>	<b>Teacher</b>
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		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications</b>		
1.	QTS	√	
2.	Good Honours Degree (2:1)		√
3.	Further Accredited qualifications and CPD		√
	<b>Professional Development</b>		
1.	Evidence of relevant CPD	√	
2.	Demonstrating an active role in the school beyond your own subject	√	
3.	Evidence of leading CPD for others		√
4.	Demonstrating an active role in the wider community		√
	<b>Experience</b>		
1.	Experience of teaching in secondary schools	√	
2.	Evidence of good teaching	√	
3.	Evidence of good outcomes for pupils in your care	√	
4.	Leading teams of staff to unified success		√
5.	Evidence of outstanding teaching		√
6.	Evidence of outstanding outcomes for pupils in your care		√
	<b>Knowledge &amp; Skills</b>		
1.	Thorough knowledge of your subject's curriculum and assessment levels	√	
2.	Ability to work as part of a team	√	
3.	Ability to deliver a second subject at KS3 level		√
4.	Understanding of equal opportunities issues in an education context	√	
5.	An understanding of safeguarding and its importance within a School environment.	√	
	<b>Personal Attributes</b>		
1.	Organisational ability and a reflective practitioner	√	
2.	Flexibility, enthusiasm and commitment	√	
3.	High expectations of students and high standards of your own work	√	
4.	Suitable to work with children.	√	
5.	An excellent attendance record	√	