

Job Description Head of Department

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

1. Set high expectations which inspire, motivate and challenge pupils

- ▮ Establish a safe and stimulating environment for pupils, rooted in mutual respect.
- ▮ Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- ▮ Set high expectations for not only the academic success for each child but expectations that develop them as a whole child.
- ▮ Demonstrate consistently the positive attitudes, values and behaviour which are expected of children in our school.
- ▮ Maintain an attractive and stimulating interactive learning environment, and to contribute to displays in the school as a whole.

2. Promote good progress and outcomes by pupils

- ▮ Plan lessons which build on children's current knowledge in order to make rapid progress.
- ▮ Use formative and summative assessment accurately in order to make accurate judgements about children, at least termly.
- ▮ Encourage children to reflect on their own learning and learning behaviour in order to make accurate self assessments and make progress.
- ▮ Be accountable for pupils' attainment, progress and outcomes.
- ▮ Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these.
- ▮ Guide pupils to reflect on the progress they have made and their emerging needs.
- ▮ Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
- ▮ Encourage pupils to take a responsible and conscientious attitude to their own work and study.

3. Demonstrate a good subject and curriculum knowledge

- ▮ Have an excellent understanding of core and foundation subjects in order to plan and deliver inspiring lessons which maintain children's interest.
- ▮ Promote the application of maths and English skills across the curriculum.
- ▮ Keep abreast of curriculum developments in order to maximise the opportunities for children's progress.
- ▮ Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English whatever the teacher's specialist subject.
- ▮ Research subjects and topic thoroughly prior to teaching in order to ensure a lively, broad and exciting curriculum.
- ▮ Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
- ▮ Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship.

- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4. Plan and teach well structured lessons

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5. Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately and with maximum effect, using approaches which enable pupils to be taught effectively.
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrate an awareness of the physical, social and intellectual development of children, and how to adapt teaching to support pupils' education at different stages of development.
- Have a clear understanding of the needs of all pupils, including those with special education needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6. Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas.
- Make use of formative and summative assessment to secure pupils' progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback in accordance with the schools high expectations.

7. Manage behaviour effectively to ensure a good and safe learning environment

- Fully uphold and implement the school behaviour policy which promotes high expectations for behaviour, individual responsibility and excellent learning behaviour.
- Fully engage with and uphold the school's Restorative approach to conflict in order to restore harmony in challenging situations.
- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the schools, in accordance with the school's behaviour policy.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

8. Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploy any support staff effectively in order to maximise learning for children.

- ▮ Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- ▮ Communicate effectively with parents with regard to pupils' achievements and well-being.

9. Safeguarding and promoting the protection of children

- ▮ To fully uphold the school's policy of The Safeguarding and Protection of Children.
- ▮ To promote the school's ethos of a culture of vigilance with regard to protecting children.
- ▮ To follow all procedures related to the protection of children and the promotion of their welfare.

Additional Commentary from June 2013 Teachers Standards

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.