



Job Description

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| Job Title: | Teacher |
| Responsible To: | Headteacher |
| Reports To: | Head of Department |
| Relationships: | |
| <p>The post holder:</p> <ul style="list-style-type: none">• is responsible to the Headteacher and to the relevant Head of Department for subject teaching and to the relevant Head of Year in respect of supporting the school's ethos of "Achieving through Caring".• interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and in particular with the Head of Department and the relevant Head of Year in order to promote mutual understanding of the subject in the school curriculum and improve the quality of learning and teaching within the school.• communicates effectively with parents/carers to support student learning and personal development | |
| Purpose of the Position: | |
| <ul style="list-style-type: none">• To meet the required levels of performance as described in the "Professional Standards for Teachers".• To maintain the highest standards of teaching and learning in the subject(s) and in the PSHCE curriculum to ensure students achieve the highest possible examination results.• To develop, deliver and promote subject specific course(s) in the school curriculum.• To follow all safeguarding and child protection procedures and practices as outlined in the following policies:<ul style="list-style-type: none">➢ Safeguarding & Child Protection➢ ICT & Online Safety➢ Whistleblowing (Raising Concerns at Work)• To effectively support and promote the raising of standards across the whole school and the development of positive attitudes by students to their learning and development.• To undertake student support duties in respect of the students in the tutor group and to establish and maintain the highest quality standards at all times. | |
| Key Duties: | |
| <ul style="list-style-type: none">• To teach the subject(s) to the very highest standard and ensure effective learning takes place including the use of ICT hardware and software and the school's learning platform – Firefly.• To participate in the development of schemes of work, material and syllabuses of the subject, attending Department meetings when required.• To participate in Department evaluation and planning procedures.• To ensure student progress is monitored and formally assessed as required by the school's assessment policy. | |

- To promote positive attitudes to learning by all students and encourage students to be the best that they can be.
- To carry out supervision of students as detailed by the Headteacher.
- To contribute effectively to the development, ethos and standards of the school by participating in whole school planning and development as required, and by consistently and fairly applying the school policies and rules.
- To participate as required in meetings with colleagues and parents in respect of the duties of the post in order to support our Triangle of Partnership.
- Where appropriate, to carry out the duties of a Tutor in respect of students in a Tutor Group, to include:
 - The maintenance of discipline and acceptable standards of conduct and appearance of students.
 - The establishment of an advocacy role with students to develop their personal, social and academic potential and to be the main source of reference in monitoring an individual student's progress.
 - To maintain accurate attendance details, via the completion of the register as required.
 - The management of assessment procedures and references on students as required.
 - To promote the ethos of the year and Upper/Lower School including the monitoring of students' work in general, the teaching of Tutor periods, escorting the Tutor Group to assemblies and attending Year and Lower/Upper School meetings.
- Post-threshold teachers will be required to contribute to wider areas of the school.

Responsibilities:

The post holder will seek to ensure that:

- The environment, materials, fabric and displays related to the teaching and tutor area are well maintained using the displays coordinator and/or student volunteers
- They keep up to date with legislation affecting schools including PREVENT and Keeping Children Safe in Education. Relevant training will be given, but it remains the individual's responsibility to be cognisant of such matters.
- The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of employment and will count as directed time as detailed in such statements, and as defined by the Headteacher
- This job description does not define in detail all duties/responsibilities of the post, which will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder
- Specific additional responsibilities agreed with the Headteacher e.g.
 - To teach in another subject area if required after consultation with the Headteacher.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Headteacher: Date:

Person Specification

| Category | Essential | Desirable | Where Identified |
|------------------------------------|---|---|--|
| Application | Fully supported in reference. | | Application form Reference |
| Qualifications and Training | Graduate Post-16 teaching qualification | First or Second Class Hons Degree Qualified Teacher Status | Application form |
| Experience | The post would suit an NQT or more experienced teacher looking to further their career. | Further professional development through qualifications or training | Application form Reference Interview |
| Expertise and skills | Outstanding or potential for outstanding classroom teaching skills. High level organisation skills. Able to plan, assess, review and evaluate effectively and efficiently through good analysis, understanding and interpretation of data. Ability to work independently and as part of a team. Efficient and effective use of ICT to enhance learning. Able to add significant value to the delivery of the PSHCE curriculum and the international dimension of the school. | Knowledge of varied approaches to learning aligned with high expectations of young people and the standards they can achieve Knowledge of assessment and target setting strategies | Application form Reference Interview |
| Personal Attributes | A range of personal qualities relevant to the post including: A well-reasoned educational philosophy in tune with the school ethos and values. Resilience and tenacity. Creativity, flexibility and innovation. Humour, warmth, energy and patience. Reliability under pressure. Self-motivation. Personal pride and ambition. Willingness to work hard. Enthusiasm for working with young people. Adaptability. Willingness to take responsibility. Commitment to achieving the highest possible standards for students and staff. Able to undertake the prescribed activities of a teacher including regular attendance to ensure continuity of learning for students. | Generosity of time and spirit Willingness to be involved in the extra-curricular life of the school | Application form Reference Interview |
| Safeguarding | Commitment to the policy, practices and procedures laid out in Kingsmead's policies: <ul style="list-style-type: none"> ➤ Online Safety ➤ Whistleblowing (Raising Concerns at Work) ➤ Code of Conduct ➤ Safeguarding & Child Protection | | Application Reference Interview Pre-employment checks |