



MAIDENHILL SCHOOL - JOB DESCRIPTION TEACHER

Job Title: Subject Teacher

Responsible to: Subject Leader; Senior Leadership Team

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. The school complies with these requirements in order to make reasonable demands of teachers. The responsibilities outlined in this job description are in addition to those covered in the relevant teachers' job description. All teachers are expected to meet the Teacher Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the school which includes working with and leading other adults. (See Performance Management Policy and Pay Policy)

OVERALL RESPONSIBILITY

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning in line with all departmental and school policies.
- To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with school policy, and to adjust teaching and interventions to enable all students to achieve their full potential.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Safeguarding Procedures.

SECTION 1 - GENERAL TEACHING DUTIES

Teaching and Learning

1. Manage student learning through effective teaching and learning in accordance with the Department's schemes of learning and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
4. Set and mark homework regularly, (in accordance with the School Independent Study policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with EAL/SEND staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Support individual learning, including students identified as more able, gifted and / or talented by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
7. Work within the Assessment for Learning approach, using clear and precise learning objectives and defining criteria for success and progress for each lesson.
8. Work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Development Plan and implementing and monitoring change.
9. Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
10. Contribute to the development of the whole child with particular reference to the development of personal learning and thinking skills (PLTS)
11. Contribute to the development of students' literacy and numeracy in line with school policy and expectations
12. Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.

13. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. Track student progress, monitoring achievement against targets set, and take appropriate action and intervention on student outcomes.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Contribute towards the implementation of Individual Education Plans as detailed in the current Code Of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
5. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
6. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence and lateness should be reported immediately in accordance with the School policy and practice
7. Record rewards and consequences in line with school policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge, and understanding of the National Curriculum programmes of study, where appropriate, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy in the subject area.
3. Contribute to the effective use and development of subject resources, including evaluation of new materials and equipment.
4. Keep up-to-date with technological change and the use of technology to enhance delivery, and student access, to the subject.

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, at or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, SEND, Teaching and Learning, Assessment for Learning, Literacy, Numeracy and ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including 'Every Child Matters' to implement the Children Act 2004, and the role of the education service in protecting children.
8. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
9. Be aware of the role of the Governing Body of the School and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEND Code of Practice and Disability Discrimination Act, SEND policy etc
11. Consider the needs of all students within lessons (and implement specialist advice) especially those who:
 - have SEND;
 - are able, gifted and talented;
 - are not yet fluent in English;
 - are eligible for Pupil Premium

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

2. Be proactive in establishing routines with students that develop their understanding of health and safety issues both within and beyond the subject area
3. Co-operate with the subject leader and the employer on all issues to do with Health, Safety and Welfare, including the reporting to the line manager or SLT of any dangerous situations in the work place, or any perceived shortcomings in health and safety arrangements
4. Have an understanding of visits' procedures and the relevant actions to take when planning out of school activities

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Implement and develop pedagogic procedures introduced through school, local or government initiatives.
4. Implement the use of new technologies that enhance teaching and learning.
5. Participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
6. Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
7. Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity reasonably directed by the Head Teacher.
8. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
9. Contribute to the professional development of colleagues, especially Newly Qualified Teachers and intending teachers
10. Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

N.B: Every subject teacher will be expected to have responsibilities within our Vertical Tutoring System

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Staff Signature: _____

Head Teacher: _____

Date: _____



Teacher of History

Person Specification

Essential Desirable Evidence?

QUALIFICATIONS

- | | | |
|--------------------------------------------------------------------------|---|--------------------|
| ▪ Degree in history or related subject | ✓ | Application Form |
| ▪ Teaching qualification and QTS | ✓ | Application Form |
| ▪ Record of effective CPD in Teaching and Learning and subject knowledge | | ✓ Application Form |

SUBJECT KNOWLEDGE

- | | | |
|----------------------------------------------|---|-----------------------|
| ▪ Experience of teaching KS3 and KS4 history | ✓ | Application Form |
| | | Letter of Application |
| | | Reference |

SKILLS

- | | | |
|------------------------------------------------------------------------------------------|---|-----------------------|
| ▪ Ability to deliver exciting and engaging interactive lessons to students of all ages | ✓ | Observation |
| ▪ Ability to challenge and support students of all abilities, including grade 9 students | ✓ | Reference |
| ▪ Excellent classroom management | ✓ | Letter of application |
| ▪ Excellent ICT skills for planning, data analysis and use in the classroom. | ✓ | Interview |
| ▪ Excellent organisation / resource management | ✓ | |

▪ Excellent communication / interpersonal skills with students, staff and parents	✓	
▪ Willingness to take on responsibilities and seek out solutions	✓	
▪ Ability to inspire and motivate students	✓	

ATTITUDES

▪ Excellent record of attendance and punctuality	✓	Application Form
▪ Understanding the need for a reflective approach to learning and teaching	✓	Letter of Application
▪ Understanding the importance of monitoring and evaluation	✓	Reference
▪ Understanding the need to be an excellent role model to staff and students	✓	Interview
▪ Positive and energetic	✓	Observation
▪ Enthusiasm and passion for subject and teaching	✓	
▪ Sense of humour and fun	✓	
▪ Team player	✓	