

# Chiswick School - Teacher Job Description & Person Specification



This is a summary of this role only and does not outline all responsibility linked to that of a Teacher at our school. The postholder will carry out such duties as may be reasonably allocated by the Headteacher. This job description will be reviewed regularly and may change depending on the need of the school.

## General Description

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

## Pupil Progress

- Set clear teaching objectives and determine how they will be taught and assessed
- Have appropriate and demanding expectations
- Set clear targets, building on prior attainment
- Assess learning objectives and use them to improve specific aspect of teaching
- Mark and monitor students' work and set targets for progress
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving

## Professional Practice

- Teach structured lessons, maintaining pace, motivation and challenge
- Be effective in the use of assessment data and ensure coverage of programmes of study
- Identifying SEND or very able students and adapt your teaching accordingly
- Monitor and intervene to ensure sound learning, behaviour and discipline
- Demonstrate a variety of teaching methods and work with your HoD and LP to ensure your approaches are appropriate and enable pupils to learn
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate your own teaching critically to improve effectiveness
- Prepare and present informative reports to parents
- Establish effective working relationship and set a good example through presentation and personal and professional conduct.

## Other Responsibilities:

- Actively promote the safety and welfare of our pupils and students
- Ensure compliance with the school's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- To undertake, as required, the duties of a form tutor, taking responsibility for the support, guidance and welfare of a group of students
- To undertake weekly duties as directed, including the supervision of pupils at the beginning of school, during break times and at the end of the school day
- To follow school policies and procedures and guidelines as provided by line managers and the school's senior management team
- To attend meetings, parents' evenings and other functions, as required by the Headteacher
- To uphold agreed standards of dress, behaviour and discipline around the school and when supervising pupils outside the school

## General Responsibilities

- Uphold and protect the reputation of the school
- Role model our ethos and expectations
- Play a full part in the life of the school community, supporting our vision and encouraging staff and pupils to adhere to school expectations

This job description is only a summary of tasks and duties expected from a teacher colleague. Changes and additions will be made depending on the need of the school and by the direction of the Headteacher.



## Person Specification – Teacher

<b>Training, Qualifications and School Experience</b> Applicants will demonstrate in the letter of application and application form that they have the following training, qualifications and school experience.	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good Degree &amp; QTS</li> <li>• Evidenced Success in their teaching in previous/current school</li> <li>• Experience of teaching to at least GCSE</li> <li>• Experience of driving improvement across an area of current school</li> </ul>	<ul style="list-style-type: none"> <li>• Subject Specialist</li> <li>• Pastoral experience</li> <li>• Experience in people management</li> </ul>
<b>Ability, Skills and Knowledge</b> In their letter of application as well as in interview candidates will need to demonstrate the following:	
<ul style="list-style-type: none"> <li>• Teaching is at least good</li> <li>• Effective communication</li> <li>• Effective organisation</li> <li>• Good ICT skills</li> <li>• Good skills in managing behaviour in the classroom and outside, maintaining a culture of behaviour in line with the school ethos</li> <li>• Evaluation of own teaching and continuous learning/improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Outstanding teacher with outstanding results</li> </ul>
<b>Personal Qualities</b> In their letter of application as well as in interview candidates will need to demonstrate the following:	
<ul style="list-style-type: none"> <li>• Desire for constant improvement</li> <li>• Enthusiastic and inspiring</li> <li>• Hard working and ambitious</li> <li>• Sense of humour</li> <li>• Adaptable, flexible, efficient</li> <li>• Able to take responsibility and initiative</li> <li>• Able to command respect</li> <li>• A good team player</li> <li>• Able to form excellent relationships with young people</li> <li>• Open to support and advice, seeking it out when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to our enrichment programme</li> </ul>

**Chiswick School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check, Internet Search check and all other statutory checks in line with KCSiE.**