

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range 11 – 18

JOB DESCRIPTION

Name:

Title of Post: Social Sciences Teacher 0.6

Salary Grade: MPS/UPS (Inner London Scale)

Accountable to: Head of Department, Line Manager to the Department and Headteacher

A. PLANNING, TEACHING AND CLASS MANAGEMENT:
Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by:
<ul style="list-style-type: none"> • Teaching their subject (sociology/psychology/criminology) across the age and ability range. • 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 SEN or very able pupils; • Providing clear structures for lessons, maintaining pace, motivation and challenge; • Making effective use of assessment and ensuring coverage of the programmes of study; • Ensuring effective teaching and best use of available time; • Using ICT to advance learning • Monitoring and intervening to ensure sound learning and discipline; • Using a variety of teaching methods to: <ul style="list-style-type: none"> ○ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary; ○ question effectively, listen carefully to pupils, give attention to errors and misconceptions; ○ 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; and • Evaluating their own teaching critically to improve effectiveness • Participating in appropriate INSET/Professional Development • Contributing to the development of teaching and learning materials eg schemes of work, for their subject area. • Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy; • Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively; • Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning; and

- Managing parents and other adults in the classroom.

B. MONITORING, ASSESSMENT, RECORDING, REPORTING

Class teachers monitor, assess and report the progress of the pupils allocated to them by:

- Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Marking and monitoring pupils' work and setting learning targets for their progress;
- Assessing and recording pupils' progress systematically; keeping records to check that work is understood and completed; monitoring strengths and weaknesses to inform planning and recognising the level at which a pupil is achieving; and
- Preparing and presenting informative reports to parents.

OTHER PROFESSIONAL REQUIREMENTS

Class teachers

- Have a working knowledge of teachers' professional duties and legal liabilities e.g. equal opportunities
- Operate at all times within the stated policies and practices of the school;
- 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, to meet high expectations and reach the five outcomes of The Children Act:
 - staying safe
 - being healthy
 - enjoying and achieving
 - making a positive contribution
 - able to attain economic well being
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Act as form tutors and participate actively in year group activities
- Liaise effectively with parents and governors; and
- Accept any reasonable additional responsibilities which might from time to time be determined.