



TEACHING JOB DESCRIPTION & PERSON SPECIFICATION

THE ROLE OF THE CLASS TEACHER

Each teacher has a responsibility for, at all times, safeguarding the students in their care. They must also ensure that the students receive an outstanding teaching and learning experience.

In line with our motto, 'Great things will grow from something small', Prince Henry's takes great pride in a strong positive ethos based upon universal values shared by all. These values are reinforced by all staff, and staff are expected to support a happy, positive and successful environment where students of all abilities can grow, develop and succeed.

All staff are supported and can work within a number of teams. Teaching staff form part of a Departmental Team, as well as a pastoral Tutor Team. Teachers can also work across departments, and are supported in doing so. The Head of Department and Head of Year will provide leadership, support and guidance across the Department and Pastoral Teams respectively.

Teachers working at Prince Henry's are expected to carry out their professional duties in accordance with the school's Code of Conduct, the school's Pay Policy and national Teachers' Standards. The specific responsibilities outlined below reflect this guidance.

Specific Responsibilities

- To prepare and plan lessons appropriately and to keep records of such plans.
- To be aware of the potential of students and the targets set for them and to ensure that the work planned for them is at a suitably challenging and progressive level.
- To mark work arising from these lessons on a regular basis and in such a way as to ensure that judgements about student progress can be made easily.
- To deliver lessons in line with the school's Teaching and Learning Policy, department policies and Schemes of Work including ensuring that there is appropriate differentiation and use of ICT.
- To attend Parents' Evenings/meetings to discuss progress as required by senior staff.
- To write reports in as positive a way as possible as and when requested by senior staff, observing the guidelines of the school's Reporting Policy.
- To follow the syllabus laid down in each subject and to prepare and provide appropriate Schemes of Work for the delivery of the subject.
- To monitor, evaluate and assess students' work in line with the school's Assessment Policy and to ensure that each student is aware of the strengths and weaknesses of their work and that homework is set and marked in line with the school's Homework Policy.
- To be aware of and to implement in curricular terms the school's Equality Policy.
- To keep records accurately and efficiently as directed by Heads of Department, Heads of Year and Senior Leadership Team.
- To ensure that lessons are conducted in a disciplined manner consistent with school policy and to seek advice and support as appropriate over such problems that may arise.

- To ensure students enter and leave the room in an orderly fashion and that lessons are conducted in an orderly manner.
- To ensure that an accurate attendance register is taken at the start of every lesson.
- To be aware of the school's Special Educational Needs Policy and practice and to oversee the work of those who receive help in this direction.
- To ensure that all school equipment - text books, tools etc. are maintained in good order when used by the class.
- To ensure the safety of students in potentially hazardous situations, eg laboratories, workshops etc in line with the school's Health & Safety Policy.
- To ensure the classroom/teaching area reflects the ethos of Prince Henry's in that rooms are clean, inviting, with purposeful displays, and free of litter, graffiti and damage
- To report all losses, damage (including graffiti) and breakages in the teaching area to the Operations or Site Managers, or Network Manager (for IT).

THE ROLE OF THE FORM TUTOR

The successful Form Tutor is vital to the wellbeing of both the individual student and the school community as a whole. It is with the Form Tutor that the student has the first formal contact every day and remains working with the student throughout Years 9-13. The Form Tutor has a key role in safeguarding, since they may often be the first person to identify a potential issue or concern in relation to an individual student.

As well as being a classroom teacher, the Form Tutor is also part of a year team, working at the direction of the Head of Year, putting into practice the necessary tutorial activities. Heads of Year will call regular meetings for tutors to be involved in a regular process of assessment and evaluation of these activities and other matters as they arise.

Above all, Prince Henry's is a school that takes pride in the promotion of a positive ethos. In this, the Tutor is a vital part; this ethos is supported by the knowledge the Tutor has about each and every member of the Tutor group and the kind and caring way in which each student is supported and encouraged.

Specific Responsibilities

- To attend assemblies and oversee the Tutor group there.
- To deal with routine administration, eg letters to parents/carers, issue examination timetables.
- To co-ordinate school reports for the Tutor group and write an appropriate Tutor's report.
- To be present in Tutor time before 9.00 am and until 9.30 am each day.
- To deliver the Tutor programme effectively.
- To monitor standards of uniform/hair, etc and deal with any infringements.
- To mark the register accurately each day and inform the pastoral team of any patterns of lateness or repeated incidents of lateness.
- To sign on a weekly basis, the Students' Planner and in doing so check on homework being done.
- To get to know students in the Tutor group as individuals and so establish a positive relationship in order to exert a constructive influence.
- To take an interest in the pastoral care of each student in the Tutor group.
- To support and encourage each student's learning.
- To actively promote the ethos and expectation of Prince Henry's High School by delivering the Tutor Programme which primarily covers PSHRE, Diversity, Careers and Wellbeing.
- To attend Tutor Meetings as and when required.

- To attend Parents' Evenings as required especially as a Tutor in Year 9 and Year 12 when the Parents' Evenings with Tutors are held.
- To write references (eg UCAS) as and when appropriate.

All such responsibilities as listed above are a means to an end - making a student's journey through Prince Henry's as happy and successful as possible. The Tutor's oversight of each student's career is a vital part of this process. The above responsibilities are subject to review and amendment as and when appropriate.

PERSON SPECIFICATION

The person appointed to this post will:

- Be totally committed to the safeguarding and welfare of children
- Possess qualifications at good degree level or equivalent
- Have excellent subject knowledge to the appropriate level as specified in the job advert (usually A2)
- Be capable of teaching outstanding or good lessons on a regular basis
- Be committed to being a first rate tutor
- Have excellent classroom organisation and behaviour management skills
- Be honest, reliable and trustworthy
- Be open and frank and not afraid to ask for guidance and help when it is needed
- Be capable of building excellent relationships with students of different abilities and outlooks
- Be prepared to work hard and prepare lessons diligently and imaginatively
- Be prepared to mark work thoroughly and in line with the school's marking and assessment policy
- Use assessment procedures professionally to improve student outcomes
- Wish to create a positive and pleasant learning environment
- Have plenty of energy and enthusiasm and the ability to maintain a sense of humour and perspective when things get tough!
- Be calm, precise and patient when dealing with parents
- Be punctual to school and to lessons and expect the same of students
- Have an excellent attendance record
- Be prepared to liaise with other staff in school and act as part of a team
- Be comfortable with setting and accepting challenging targets for students' achievement and for personal achievement
- Be committed to professional self-improvement both by In-Service Training and "learning on the job"
- Be prepared to commit to extra-curricular activity(ies) of some sort
- Work in accordance with all of the school's policies, including those relating to Safeguarding and Health & Safety
- Be willing to be a presence around the school and be an excellent role model for young people

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