

WALTHAMSTOW SCHOOL FOR GIRLS

"NEGLECT NOT THE GIFT THAT IS IN THEE"

Job Description

Job title: Classroom Teacher

Reporting to: Head of Faculty (HOF)

Responsible for: The provision of a full learning experience and support for students.

Safeguarding and promoting the welfare of all students.

Liaising with: Teachers and support staff, LEA representatives, external agencies and

parents/carers.

Working time: Full time as specified with in STPCD Salary: Classroom Teachers' Pay Scale

Disclosure: Enhanced

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Core Purpose	 Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) To implement and deliver an appropriately broad, balanced relevant and differentiated curriculum for students and to support a designated area as appropriate To monitor and support the overall progress and development of students as a Teacher/Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential To contribute to raising standards of student attainment 		
	 To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. 		
Teaching	 To teach students according to their individual educational needs, including the setting and marking of work according to the school's policies To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required 		
	 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students To ensure that ICT, Literacy, Numeracy and school subject 		
	 specialism(s) are reflected in the teaching/learning experience of students To undertake a designated programme of teaching on a ratio of 40/50 periods 		

Operational / Strategic Planning	 To ensure a high quality of learning experience for students which meets internal and external quality standards To prepare and update subject materials To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus To maintain discipline in accordance with the school's procedures, and to encourage and model good practice with regard to punctuality, behaviour, standards of work and homework To undertake assessment of students as requested by external examination bodies, departmental and school procedures To mark, grade and give written/verbal and diagnostic feedback as required To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the faculty To contribute to the faculty's development plan and its implementation To plan and prepare courses and lessons
	To contribute to the whole school's planning activities
Curriculum Provision and Development	 To assist the HOF in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives and continues to be relevant to the needs of students, examining and awarding bodies and the school's aims
Staffing Quality Assurance	 To take part in the school's staff development programme by participating in arrangements for further training and professional development To continue personal development in the relevant areas including subject knowledge and teaching periods To engage actively in the Performance Management Review process To ensure the effective/efficient development of classroom support To work as a member of a designated team and to contribute positively to effective working relationships within school To help implement school quality procedures and to adhere to those To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required To review, from time, to time methods of teaching and programmes of work
	 To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
Management Information	 To maintain appropriate records and to provide relevant accurate and up to date information for MIS, registers etc To complete the relevant documentation to assist in the tracking of students To track student progress and use information to inform teaching and learning
Communications and Liaison	 To communicate effectively with the parents/carers of students as appropriate Where appropriate, to communicate and co-operate with persons or bodies outside the school To follow agreed policies for communications in the school To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools To contribute to the development of effective subject links with external agencies
Resources	

	To assist the HOF in identifying resource needs and to contribute to the efficient/offertion was of a brain a recovered.
	 to the efficient/effective use of physical resources To co-operate with other staff to ensure a sharing and effective usage of resources to benefit the school, faculty and the students
Pastoral System	 To be a Form Tutor to an assigned group of students To promote the general progress and well-being of individual students and of the form tutor group as a whole To liaise with a Curriculum Leader to ensure the implementation of the school's Pastoral System To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life To evaluate and monitor the progress of students and keep up-to-date student records as may be required To contribute to the preparation of action plans and progress files and other reports To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. To apply the Behaviour Management systems so that effective learning can take place To deliver a tutorial programme of activities relevant to the tutor group as advised by line manager To attend annual reviews for assigned students who are on the SEN register
School Ethos	To support the school ethos, aims and policies
Whole School Contribution	 Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example To promote actively the school's policies
	 To continue professional development To comply with the school's Health and Safety policy and undertake risk assessments as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

March 2020

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Criteria	Essential	Desirable	Assessed by application	Assessed by selection process		
	Qualifications						
I	A good honours degree or equivalent	/		1			
2	Qualified Teacher Status (QTS)	1		1			
	Professional experience and knowledge						
3	Proven classroom expertise as a BT or have one or more years' experience	1		1	/		
4	An ability to plan, deliver and evaluate sequences of work and individual lessons	1		1	/		
5	An ability to constantly monitor students' achievements and adapt teaching to the needs of the class with the support of the Head of Faculty of teaching/working in a single sex educational environment	1		I	1		
6	Understanding and knowledge of the appropriate use of a range of differentiation techniques	1		1	/		
7	The ability to contribute to the work within the faculties, both as a member of a team and individually	1		/	1		
8	A commitment to the promotion of anti-sexism, anti-racism and equality of opportunity in all aspects of their work within the school	1		/	1		
	Professional aptitudes, qualities and skills				1		
9	A willingness to contribute to the extra-curricular activities within the faculty and support ongoing projects	1		/			
10	A willingness to learn new skills and develop existing skills as a part of a program of professional development, with the aim of using this development to further their career	1		1	/		
П	Personal qualities and skills that can contribute to the school's pastoral system	1		/	/		
12	An ability to effectively organise their workload, be energetic and have a sense of humour	1			1		
13	Commitment to safeguard and promote the welfare of children and young people	1		1	/		
14	Ability to demonstrate commitment to Equal Opportunities	1		1	/		
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