The Radclyffe School
"Working Together for Excellence"

Be your best

PERSON SPECIFICATION
Teacher of Citizenship

	Essential Criteria	**How Assessed**
You must have /be able to:	• B.Ed Hons. or a Hons degree followed by P.G.C.E. in relevant subject • Qualified teacher status • Knowledge of the GCSE curriculum in Citizenship • Plan and teach well-structured Citizenship (KS3 / KS4) • Raise standards of attainment and achievement • Set high expectations which inspire, motivate and challenge students • Promote good progress and outcomes • Make accurate and productive use of assessment • Have a keen interest in your own development in Learning and Teaching • Work positively with support staff and other colleagues • Communicate successfully with colleagues and parents / carers • Competently use ICT to support teaching and wider professional activities • Manage behaviour effectively to ensure a good and safe learning environment • Successfully promote extra-curricular programmes	Application Form Certificates
The job also requires you to be able to:	• Work as a team member • Adapt and be flexible • Communicate effectively • Lead when required • Work on your own initiative • Be punctual • Relate to and promote the ethos of the school • Have a good attendance record (information requested only once a conditional offer of employment is made)	Application, Interview and References
	Desirable	
	• Passionate about raising aspirations • Seeks opportunities to link your curriculum to careers • Has a knowledge and understanding of your subject pathways Post 16	

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JOB DESCRIPTION
Teacher of Citizenship

Purpose	• To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers' Pay and Conditions of Service and the Teachers' Standards. • Ensure a high-quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence. • To contribute to raising standards of student achievement and attainment in Citizenship.
Reporting to:	Head of Subject
Responsible for:	Students and School Resources
Liaising with:	Head/Deputies, teaching and support staff, parents, Local Authority and other external agencies
DBS Check	Enhanced Level
Working Time	In accordance with the current Teachers' Pay and Conditions Document (195 days, 1265 hrs directed time). Full-time.
Salary	Qualified Teacher Main /Upper Scale according to salary assessment

LEARNING AND TEACHING

1. Assist in the development of the curriculum, resources, schemes of work, teaching strategies feedback and assessment procedures in Citizenship
2. Plan and prepare and lessons
3. Teach students according to their educational needs, including supporting remote learning
4. Communicate effectively and professionally with parents and carers on student progress and welfare, after consultation with appropriate staff
5. Liaise with pastoral leaders to ensure the implementation of the school's pastoral system, including the identification of any perceived student difficulties and possible resolutions
6. Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
7. To prepare and update subject materials
8. Ensure the learning environment supports and reflects Learning and Teaching strategies

9. Assist in the implementation of the Behaviour for Learning policy and the Five Respects so that effective learning can take place, including high expectations in respect of punctuality, standards of work and homework
10. Share in the management of the behaviour of students including the break duty rota
11. Maintain appropriate records and provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc.
12. Complete the relevant documentation for the tracking of students and to track student progress to inform teaching and learning, ensuring expected progress or higher
13. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools
14. Contribute to Personal development according to the school policy
15. Assess, record and report on student attendance, progress, development and attainment
16. Undertake assessment of students as requested by external examination bodies, departmental and school procedures
17. Mark, grade and give written/verbal and diagnostic feedback as required
18. Contribute to written assessments, reports and references relating to individual students and groups of students
19. Assist the Head of Department and School Leadership and Management Team to establish, monitor, evaluate and develop Learning and Teaching and the curriculum, to meet the needs of students, examining and awarding bodies and the school's aims.
20. Take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

21. Actively engage in the school's Appraisal process.
22. Take part in the school's staff development programme by participating in arrangements for further training and professional development
23. Lead by example and promote and enable team work in pursuit of corporate excellence
24. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
25. Follow the school's agreed policies for communications in the school
26. Co-operate with other staff to ensure resources are shared and used effectively and to the benefit of the School, Department and students.
27. Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

GENERAL RESPONSIBILITIES

28. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
29. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
30. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description
31. Maintain confidentiality and observe data protection and associated guidelines where appropriate
32. Contribute to the school marketing activities, e.g. the collection of material for press releases
33. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants or for any employee who develops a disabling condition.

Date: September 2026	**Head teacher: John Cregg**