



## FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

[www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)

**POST TITLE:** Teacher  
**RESPONSIBLE to:** Headteacher / SLT  
**SALARY GRADE:** Main Pay Scale / Upper Pay Scale

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (copy available at [www.education.gov.uk](http://www.education.gov.uk)) and any other current applicable legislation. Reference should also be made to the 2003 National Agreement and the Teachers' Standards 2012 applicable (copy available at [www.education.gov.uk](http://www.education.gov.uk)).

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and good policies.

**The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.**

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| <b>JOB PURPOSE</b>              | To plan and deliver high quality learning experiences for groups of students. To provide quality feedback on how best to improve. To support the development of young people in all its aspects. To act where necessary as a form tutor.   |
| <b>RELATIONSHIPS</b>            | The postholder is responsible to their line manager for their teaching duties and for fulfilling the duties set out in this job description. There is a requirement for effective professional relationships with all teaching and support staff colleagues, LA, outside agencies, parents and other members of the school community.          |
| <b>STATUTORY REQUIREMENTS</b>   | This job description is to be performed in accordance with the requirements of the School Teachers' Pay and Conditions Document and within the range of professional duties set out in that document that apply to a classroom teacher (or other grade, e.g. AST, Deputy Head, as appropriate).  |
| <b>GENERIC RESPONSIBILITIES</b> | <ul style="list-style-type: none"> <li>To carry out the duties which may be reasonably assigned by the Headteacher, from time to time, operating within the current Teachers' Pay and Conditions document</li> <li>To uphold and demonstrate the LA's and school's commitment to inclusive education to the maximum extent possible</li> </ul> |

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|                                    | <ul style="list-style-type: none"> <li>• To promote and participate in effective planning for individual students having due regard to the requirements of the National Curriculum, the school's aims and objectives, schemes of work and policies to ensure quality teaching and learning</li> <li>• To promote and participate in assessing, recording and reporting on the development, progress and attainment of students</li> <li>• To share in the corporate responsibility for the well-being and discipline of all students and contribute to the pastoral work in the school</li> <li>• To liaise closely with parents to ensure effective Home/School partnership, communicating and consulting with the parents of students</li> <li>• To use Restorative Approaches as the principal behaviour management tool when dealing with students whose behaviour has caused harm</li> <li>• To participate in arrangements made for performance management of staff identified by the Headteacher</li> <li>• To participate in further training as identified in the School Improvement Plan and for your own professional development</li> <li>• To attend meetings and training and development days planned for the whole school by the Headteacher and colleagues and contribute to such meetings as appropriate</li> <li>• To carry out a reasonable share of supervisory duties</li> <li>• To maximise the potential of each student in all areas of his/her development</li> <li>• To be a form tutor, and take part in the teaching of PSHE and Citizenship if required</li> <li>• To be responsible for health and safety, specifically in respect of the control of dynamic work situations, e.g. teaching a class of students, and the assumption of responsibility for general health &amp; safety around the school site</li> </ul> |
| <b>PARTICULAR RESPONSIBILITIES</b> | <p><b>Teaching and Learning (within the department)</b></p> <ol style="list-style-type: none"> <li>1. Identify and adopt the most effective teaching and learning strategies for students</li> <li>2. Help ensure that Schemes of Learning reflect current educational philosophy</li> <li>3. Where appropriate, help monitor and evaluate the quality of teaching and learning in the department</li> <li>4. Keep up to date with local and national initiatives and subject knowledge</li> <li>5. Support those with leadership responsibility in the department in response to initiatives</li> <li>6. Help to ensure that the departmental area is a positive learning environment</li> <li>7. Help ensure that strategies are in place to support the learning of all students including able, gifted and talented and those with special educational needs</li> <li>8. Help provide professional learning opportunities through departmental meeting and inset time</li> <li>9. Where necessary support the team to develop strategies for behaviour management</li> </ol>   |

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|  | <p>10. To have a commitment to regularly refreshing and updating your knowledge of SEN, to being aware of students with these needs in the classroom and planning to accommodate their needs in your teaching</p> <p><b>Recording and Assessment</b></p> <ol style="list-style-type: none"> <li>1. Help set targets for raising achievement for students studying the subject taught</li> <li>2. Collect, analyse and evaluate assessment data for classes taught</li> <li>3. Where appropriate, help set up systems for assessing and reviewing student progress</li> <li>4. Attend consultation evenings and keep parents informed about their child's progress, set up and implement assessment strategies to inform planning</li> <li>5. Help ensure that data is used effectively within the department to inform interventions following assessments, etc</li> <li>6. Help ensure that progress of individuals and groups of students in classes are regularly monitored, and that all reasonable steps are taken to address underachievement</li> <li>7. Use TAs effectively and provide appropriate support and a curriculum for the less able</li> <li>8. Look for opportunities to provide enrichment activities within the department e.g. Clubs, trips, revision classes</li> <li>9. Ensure that records are kept up to date</li> </ol> <p><b>Standards and quality assurance</b></p> <ol style="list-style-type: none"> <li>1. Support the aims and ethos of the school</li> <li>2. Set a good example in terms of dress, punctuality and attendance</li> <li>3. Attend and participate in open evenings and student performances</li> <li>4. Uphold the School's Behaviour Code and uniform regulations</li> <li>5. Participate in staff training</li> <li>6. Attend team and staff meetings</li> <li>7. Develop links with governors, LAs and neighbouring Schools</li> </ol> <p><b>Teacher responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To teach within their department for the allocated teaching time for an MPS teacher</li> <li>2. Plan for the learning needs of all students in assigned groups</li> <li>3. Create a positive learning environment</li> <li>4. Use a wide repertoire of teaching and learning strategies that will stimulate learning</li> <li>5. Prepare lessons which meet the learning needs of students</li> <li>6. Assess formatively and summatively, recording and reporting on progress, monitoring progress against targets, giving advice for improvement</li> <li>7. To plan and complete Schemes of Work and lesson resources as directed by TLR postholders</li> <li>8. Actively contribute to liaison events</li> <li>9. Follow guidance on implementation of other strategies eg Literacy, ICT, Citizenship</li> <li>10. Continue with professional learning, formalised through</li> </ol> |
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|   | <p>performance management</p> <p>11. Monitor and evaluate the effectiveness of lessons, schemes of work etc, seeking and implementing improvements</p> <p><b>Tutor responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Oversee general welfare and social behaviour of students, liaising with Pastoral Leaders and other appropriate staff over individual students</li> <li>2. Promote positive attitudes and behaviour within the School and wider community</li> <li>3. To support students in contributing to the School and wider community eg tutor group representatives and charity work</li> <li>4. Monitor academic progress of students within tutor group, identifying underachievement and supporting students to address this</li> <li>5. Contact parents when necessary and attend tutor evenings</li> <li>6. Record any relevant information for student files</li> <li>7. Deliver the PSHCE and Citizenship Schemes of Learning</li> <li>8. Ensure registers are fully completed in all the morning and afternoon sessions accurately</li> <li>9. Check lateness, absences and notes, passing information to Pupil Reception</li> <li>10. Check students' uniform, equipment and planners, supporting whole school expectations</li> <li>11. Accompany students to and from school assemblies and monitor behaviour during assembly</li> </ol> |
| <p><b>UPPER PAY SCALE TEACHER (to be read in conjunction with the Generic teacher responsibilities)</b></p> | <p><b>Main areas of responsibilities:</b></p> <p><b>KEY ELEMENTS</b></p> <p>A UPS teacher must be highly competent and make a substantial and sustained contribution to the wider life of the school, as shown below. This will be reviewed during the appraisal process. (Please see Teaching Pay Policy Appendix 3).</p> <ul style="list-style-type: none"> <li>• Provide a role model for teaching and learning.</li> <li>• Make a distinctive contribution to the raising of pupil standards.</li> <li>• Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement.</li> <li>• Undertake action research or policy development which enhances practice or outcomes in the school through membership of school working parties and focus meetings.</li> <li>• Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.</li> <li>• Deliver high quality CPD sessions/training.</li> <li>• Undertake lesson observations and providing feedback and appropriate follow up support.</li> <li>• Engage in pupil scrutiny.</li> </ul>   |

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|                                     | <ul style="list-style-type: none"> <li>• Participate in regular and frequent commitment to cross-curricular or extracurricular activities.</li> </ul>   |
| <b>RESOURCES AND SUPPORT</b>        | This post will carry an entitlement to appropriate PPA time as per national and School agreement  |
| <b>REVIEW</b>                       | <p>The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the School.</p>   |
| <b>SPECIAL NOTES AND CONDITIONS</b> | <p>This post is subject to satisfactory references, enhanced DBS clearance and medical clearance. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.</p> <p>The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the School's child protection policies and behaviour management policy.</p> <p>Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.</p> |