Horncastle Education Trust

Job Description:

CLASSROOM TEACHER (MPS/UPS)

GENERIC JOB DESCRIPTION

Purpose of the Role:

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Core Requirements of the Post:

In fulfilling the requirements of the post, the teacher will need to demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Engage and motivate students.
- Improve the quality of students' learning.
- Contribute to school improvement, development planning and promote the learning priorities of the school.
- Implement school policies.
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities.
- To promote, support and contribute to the ethos, vision and values of the school and Trust.

Main Responsibilities, Tasks and Duties:

a) Planning, Teaching and Class Management:

Teach allocated students by planning their teaching to achieve progression of learning through:

- Identifying clear learning objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge students and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEND or very able students.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Effectively using homework and other extracurricular learning opportunities.
- Making effective use of assessment and ensure coverage of programmes of study.

- Ensuring effective teaching and best use of available time.
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Using a variety of teaching methods to:

    i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
    ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions;
    iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources.

- Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluating own teaching critically to improve effectiveness.
- Ensuring the effective and efficient deployment of classroom support.

b) Monitoring, Assessment, Recording, Reporting:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor students' work and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- Undertake assessment of students as requested by examination bodies, departmental and school procedures.
- Prepare and present informative reports to parents.
- Use assessment to inform planning and teaching.

c) Curriculum Development:

- Have a significant responsibility for an aspect of the department's (or school's) work and develop plans which identify clear targets and success criteria for its development and/or maintenance.
- Contribute to the whole department and whole school's planning activities.

d) Pastoral Duties:

- Be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- Liaise with the Head of Year/House to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of Action Plans and progress files and other reports.

- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise according to school policy.

e) Other Professional Requirements:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Know subject(s) or specialism(s) to enable effective teaching.
- 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 and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with partner schools.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents and governors.

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

It should be noted that all members of staff are expected to play a full part in the school's pastoral system. An ability and willingness to contribute to the wider life of the school would be a further recommendation.

The school is strongly committed to the professional development of its entire staff and there is a well-structured programme in place.

Requirements for the post:

Qualifications/Training	Essential	Desirable
Degree or equivalent in a related subject	✓	
PGCE or equivalent	✓	
Honours degree		✓
Higher degree		✓

Professional Development	Essential	Desirable
Evidence of recent and appropriate involvement in professional development	✓	

Experience	Essential	Desirable
Relevant teaching experience in an 11-16 school	✓	
Experience of teaching GCSE		✓
Experience in the process of raising standards, target setting and evaluating progress against targets	✓	
Experience of working in a co-educational school		✓
Experience of being a form tutor		✓

Skills and Knowledge	Essential	Desirable
Knowledge of current curriculum issues	✓	
A skilled classroom practitioner	✓	
An ability to articulate high expectations	✓	
A high level of personal organisation	✓	
Excellent oral and written communication skills	✓	
A knowledge of good practice in Safeguarding	✓	

Character and Attitude	Essential	Desirable
Role model with a genuine enthusiasm and passion for teaching and learning		✓
Able to build, inspire and motivate learners		✓
Commitment to achieving high standards		✓
A genuine rapport with children and young people		✓
A willingness to contribute to the wider life of the school		✓
A creative and innovative thinker		✓
A sense of humour		✓