

Job Description

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

General Duties

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

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. These include:

Strategic Development and Self Evaluation

- Contribute to the monitoring & evaluation of the department
- Contribute to the development and evaluation of the departmental development plan
- Comply with all Waingels' Policies including Health & Safety and Risk Assessments
- Undertake lesson observations as part of the departmental observation schedule and for own and other professional development

Teaching and Learning

- Plan and deliver well-structured lessons
- Mark and assess student work
- Take responsibility for own professional development and ensuring best practice in classroom teaching and learning
- Keep subject knowledge up to date
- Contribute to the development of departmental schemes of work
- Contribute to development and implementation of new courses
- Participate and contribute to the organisation of cross curricular activities.
- Participate and contribute to the organisation of school visits that contribute to student learning
- Provide extra-curricular opportunities that are an essential part of the subject provision
- Regular attendance at meetings and parents evenings that are a part of directed time
- Provide student work for display purposes
- Supervise students between lesson times

Student Achievement

- Annually review the attainment outcomes of students you have taught and assess/quantify the impact of own teaching on student learning
- Fully contribute to the schools assessment and recording system including assessment data and identification of a student's targets prior to data collection

- Monitor progress to this target and develop strategies to enable the student to achieve their targets
- Keep accurate records of student progress including attendance, homework, outcomes of assessment
- Keep relevant staff informed of issues in attainment and poor performance and steps taken to address this.

Tutoring

- Acting as form tutor supporting the personal, social and spiritual well-being of students
- Acting as form tutor liaising with parents, staff, other agencies where appropriate alongside the Head of Year
- Deliver the Pastoral Curriculum Programme
- Monitor student attendance

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally - adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Person Specification: Classroom Teacher	Essential	Desirable
Experience		
Experience of teaching and maintaining professional teaching standards	X	
6 th Form experience		X
Successful completion of teaching practice and PGCE GTP year (if ECT)	X	

Education and Training		
A clear educational philosophy		X
Record of continuing professional development		X
Graduate: Good Honours Degree	X	

Knowledge		
Good subject knowledge and passion for the subject	X	
Knowledge of National Curriculum and initiatives, including post 16 developments		X
Good knowledge of pedagogy, how students learn and teaching and learning styles	X	

Knowledge of effective assessment strategies	X	
Involvement in whole school initiative(s)		X
Knows how to use data for target setting		X

Skills/Aptitudes		
Good classroom practitioner using effective behaviour management and a range of learning strategies	X	
Excellent relationships with students and colleagues	X	
Ability to inspire and motivate students	X	
Ability to work effectively under pressure and meet tight deadlines	X	

Creativity, energy and enthusiasm	X	
Excellent records of punctuality, attendance, health	X	
Adherences to professional code of conduct and dress	X	
Flexibility and adaptability to change	X	
Good IT skills		X
Have excellent skills in literacy and numeracy	X	

Committed to:		
----------------------	--	--

Inclusion and a positive, “can do” approach to learning	X	
Flexible working practices/willingness to go that “extra mile”	X	
Raising the profile of your subject within the school and the Community	X	
Suitability to work with children		
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with	X	
Not barred from working with children	X	