



JOB DESCRIPTION

Job Title: Teacher	Salary: Upper / Main pay scale
Hours: 195 days attendance (or as specified in individual contract)	Responsible to: Head of Department

JOB PURPOSE

- To contribute to the school's aims and policies by supporting and implementing departmental and whole school policies

MAIN DUTIES AND RESPONSIBILITIES

All teaching staff must

Uphold public trust in the profession by maintaining high standards of ethics and behaviour, within and outside school by:

- observing high standards of personal and professional behaviour
- understanding and always acting within, the statutory frameworks which set out their professional duties and responsibilities
- being a positive role model
- maintaining high standards in their own attendance and punctuality
- proper and professional regard for the ethos, policies and practices of the school
- understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy
- having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.
- treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position. having regard to safeguard student's well-being, in accordance with statutory provisions and health and safety
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

Set High expectations which inspire, motivate and challenge students by:

- establishing a safe and stimulating environment for students rooted in mutual respect
- setting goals that stretch and challenge students of all backgrounds, abilities and dispositions
- demonstrating consistently the positive attitudes, values and behaviour which are expected of students
- maintaining a well-managed classroom

Promote good progress and outcomes by students by:

- being accountable for student's attainment, progress and outcomes
- being aware of student's capabilities and their prior knowledge and plan teaching to build on these
- guiding students to reflect on the progress they have made and their emerging needs
- demonstrating knowledge and understanding of how students learn and how this impacts on teaching
- encouraging students to take a responsible and conscientious attitude to their own work and study
- providing in their lessons appropriate and timely intervention to enable all students to make good progress

Demonstrate good subject and curriculum knowledge by:

- planning and preparing courses and lessons
- teaching according to the educational needs of students, including the setting and marking of work to be carried out by the student in the school and elsewhere
- assessing, recording and reporting on the development, progress and attainment of students.
- fostering and maintaining students' interest in the subject and addressing misunderstandings
- demonstrating a critical understanding of developments in the subject and curriculum areas and promoting the value of scholarship



- demonstrating an understanding of and taking responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

Plan and teach well structured lessons by:

- imparting knowledge and developing understanding through effective use of lesson time
- promoting a love of learning and students' intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired in a regular and systematic way, providing feedback
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum with the relevant subject area(s)

Adapt teaching to respond to the strengths and needs of all students by:

- knowing when and how to differentiate appropriately, using approaches which enable students to learn
- by having a secure understanding of how a range of factors can inhibit student's ability to learn, and how best to overcome them
- by demonstrating an awareness of the physical, social and intellectual development of students and know how to adapt teaching to support student's education at different stages of development
- having a clear understanding of the needs of all students, including those with special educational needs

Make accurate and productive use of assessment by:

- knowing and understanding how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- making use of formative and summative assessment to secure students' progress
- using relevant data to monitor progress, set targets and plan subsequent lessons
- giving students regular feedback, both orally and through accurate marking and encourage students to respond to the feedback
- participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations; recording and reporting such assessment and participation in arrangements for students' presentation for examination

Manage behaviour effectively to ensure a good and safe learning environment by:

- having clear rules and routines for behaviour in classrooms and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- having high expectations of behaviour and establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintaining good relationships with students and exercising appropriate authority
- managing classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them

Fulfil wider professional responsibilities by:

- making a positive contribution to the wider life and ethos of the school by promoting and supporting students involved in extra-curricular activities, e.g. clubs, trips/visits etc.
- developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploying support staff effectively
- taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicating effectively with parents with regard to students' achievements and well-being
- participating in meetings as appropriate, e.g. tutor meetings, staff meetings
- attending whole school events, e.g. prize giving
- attending assemblies, registering the attendance and supervising students
- providing cover for absent colleagues as detailed by the Staff Attendance Manager according to the 'Rarely Cover' Policy
- contributing to the PSCHE and tutoring programmes as required
- working with pupils at Compton Primary School if required



Person Specification

	Essential	Desirable
Education / Qualifications and Training		
First degree	X	
QTS and experience of teaching 2 Key stages KS 3, 4 or 5	X	
Evidence of further study (MA, MBA, Med etc)		X
Recent participation in a range of relevant in-service training	X	
Knowledge, skills & experience		
Understanding of engaging Teaching and Learning Strategies		X
Reflective teaching	X	
Successful experience of managing change in an educational situation		X
Understanding of use of assessment data to raise achievement	X	
Ability to use ICT effectively to support child's learning	X	
Understanding behaviour management strategies	X	
Understanding of safeguarding policies and procedures	X	
Be able to plan for a range of abilities	X	
Understanding of the accountability of the role	X	
Personal Characteristics		
Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity	X	
Flexible and willing to undertake a range of tasks	X	
Good communicator	X	
The ability to converse at ease with students and provide advice in accurate spoken English	X	
The ability to think analytically	X	
The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others	X	
The ability to support colleagues	X	
Strong organisational skills and ability to meet deadlines	X	
Personal resilience, energy and enthusiasm	X	
To have a sense of humour and an ability to keep things in perspective	X	