

## HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

### Main Scale Teacher—JOB DESCRIPTION

#### **Planning**

- Identify clear learning outcomes specifying how these will be taught and assessed
- Set tasks, including home learning, that challenges all students
- Set clear individual student targets, building on prior attainment
- Make effective use of assessment information on students' attainment
- Plan opportunities to contribute to students' personal, spiritual, moral, social and cultural development
- Ensure all student groups (including disadvantaged, SEND and PAH) are challenged and supported appropriately

#### **Teaching**

- Establish a purposeful working atmosphere to ensure learning and good discipline
- Provide opportunities to improve students' basic skills in literacy, numeracy and communication
- Promote and celebrate student achievement including the use of rewards
- Promote and monitor punctuality and attendance and keep appropriate records

#### **Monitoring, Assessment, Recording and Reporting**

- Assess and monitor class and home learning, providing formative oral and written feedback, encouraging students to set their own targets (as per whole school Feedback Policy)
- Keep records of student progress and understanding to inform planning
- Use assessment information to prepare and present informative reports to parents
- Understand and know how to prepare students for assessment in internal and external examinations

#### **Other professional requirements**

- Contribute to the wide range of extra-curricular activities offered at Highdown School & Sixth Form Centre
- Organise a stimulating and attractive learning environment including the display of student work in the classroom
- Ensure regulations regarding Health & Safety are maintained
- Support and maintain all curriculum and whole school policies

- Show a commitment to equal opportunities and prepare students for life in a multicultural society
- Undertake the role of mentor