

Job Description



Teacher of History

School:	Hadleigh High School
Reports to:	Faculty Leader and Headteacher
Salary/Grade:	MPR – UPR
Job Purpose:	The professional duties of all teachers, are set out in the STPC and describe the duties required of all main scale posts. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Teaching and Learning

- To teach as directed by the Headteacher.
- To work at the direction of the Headteacher to ensure the efficient delivery of the curriculum identified through Schemes of Work and in line with the National Curriculum.
- To promote attainment at the highest level of all students through effective teaching and learning.
- Identify and teach study skills that will develop students' ability to work independently.
- To regularly set homework, classwork, and controlled assessment in line with the agreed school policy.
- To undertake subject responsibility as reasonably directed by the Faculty Leader for Technology.
- To maintain in good order teaching room/area and resources for learning, including textbooks, student materials and equipment.
- To promote and celebrate achievement by students through the implementation of the school's rewards policy.
- To maintain effective discipline through implementation of the school's agreed procedures.

Recording and Assessment

- To maintain accurate and appropriate records of students' learning and achievements in line with other school and subject policies.
- To write regular reports to parents in accordance with the agreed school policy.
- Attend consultation evenings and keep parents informed about their child's progress.
- Use assessment data provided to set appropriate targets to raise progress of students.
- Update the Head teacher and governing body on the effectiveness of provision for students in Design Technology.

Standards and Quality Assurance

- Support the aims and ethos of Hadleigh High School
- Attend Open and Information Evenings as required by the Headteacher within the agreed school's time budget allocation
- To take part in the school's Performance Management scheme
- Attend appropriate meetings and professional development training with the agreed school's time budget allocation
- To inform Headteacher of concerns that may affect Health & Safety of school population

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- To implement all agreed school policies
- Contribute to the school's programme of self-evaluation
- Set a good example in terms of dress, punctuality and attendance
- Uphold the school's behaviour code and uniform regulations
- Attend team and staff meetings

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

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Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Hadleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.