



MATRAVERS SCHOOL

Job Description

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

Teacher

Teach:

All teachers at Matravers School work within the parameters outlined in the School Teachers' Pay and Conditions Document, a summary of which appears in the Staff Handbook. Bearing in mind this, subject teachers are responsible to the Subject Leader for:

- the careful planning, preparation and presentation of lessons in accordance with the given Department syllabus, in a form suitable for monitoring;
- plan and prepare courses and lessons;
- teach, according to their educational needs, the pupils assigned to you;
- marking and recording work completed by pupils, ensuring all underperforming work is challenged in line with school guidance;
- setting and marking homework on a regular basis in accordance with school policy;
- assessing, recording and reporting on the development, progress and attainment of pupils by using appropriate baseline data;
- assess, record and report on the development, progress and attainment of pupils.

Other activities:

- maintain the appearance of the classroom including display work and the care of furnishings;
- maintain recording and listing of all books/materials issued to pupils;
- provide guidance and advice to pupils where appropriate;
- maintain the safeguarding culture of the school;
- communicate and consult with the parents of pupils as required;
- embrace fully the pastoral side of the school including attending assemblies and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Discipline, health and safety:

- setting high standards of work and behaviour in the classroom, in line with school guidance and expectations;
- acting as a Form Tutor and provide all relevant pastoral support for pupils;
- keeping a lesson register of pupil attendance and informing the Pastoral Team of suspected truancy in line with school guidance;
- keeping pastoral staff and form teachers aware of any problems concerning pupils in their care which arise during lessons.

Appraisal or review of performance:

- participate in arrangements made for the appraisal or review of your performance and that of other teachers as required.

Staff meetings:

- attendance at departmental meetings and other meetings as part of the directed time allocation;
 - fully engage in the Professional Development programme as required;
 - informing the Department of any relevant information gained from courses attended
- Undertaking such other duties as are identified by the Headteacher in the light of any subsequent policy changes.

Personal Specification

| Attributes | Description |
|---------------------------------|---|
| Qualifications | Qualified Teacher Status |
| Experience and Knowledge | <ul style="list-style-type: none"> • A proven track record of successful and recent class teaching in a secondary school or a commitment to delivering this. • Depending on stage of your career, successful understanding and experience of teaching the secondary curriculum. • Clear insight into best practice in teaching and learning, in order to maximise pupil outcomes. • Excellent subject knowledge suitable for the age-range being taught. • Clear understanding of how effective strategies for managing behaviour within the classroom and beyond impacts on wider pupil performance. • An understanding of issues related to inclusivity and social mobility within education. |
| Skills and Abilities | <ul style="list-style-type: none"> • Excellent inter-personal and communication skills with all stakeholders within our community. • An efficient and capable administrator. • Keen to initiate and innovate. • Excellent written and oral communication skills. • To demonstrate the skills of a good teacher, meeting the requirements of the Teacher Standards. • Ability to embrace and make a significant contribution to the wider school ethos. • A commitment to continue to raise pupil achievement. • The ability to work as part of a team. • The ability to communicate effectively with parents and carers. • A commitment to further your own professional development and to the principle of continuous improvement. |
| Other Job-Specific Requirements | <ul style="list-style-type: none"> • Fully supports and embraces our school ethos and core values. • A willingness to fully immerse yourself in the extra-curricular programme within the school. • Is passionate about education and the difference this can make in transforming children's lives. • Has high standards and expectations of all aspects of their work. • Well organised, working under pressure whilst maintaining a positive approach to your work and relationships with others • An ability to use initiative. • An ability to contribute to the pastoral welfare and care of children. • Commitment to Equal Opportunities and Health and Safety. • The willingness to recognise their role in the wider school team and their importance in delivering consistency. |