



JOB SPECIFICATION

Job title:	Teacher
Responsible to:	Head of Department and Director of Learning
Key interface with:	The faculty team
Salary:	MPS/UPS

Strategic purpose – what you are trying to achieve

- Outstanding teaching of all pupils/students
- Outstanding progress by all pupils/students
- Continual improvement of your own teaching through maximising your own professional learning

Key responsibilities – what you are responsible for

- Promoting a positive learning environment and an achievement culture
- Leading and managing learning and student progress within all classes
- Promoting the inclusion of all pupils/students in learning
- Contributing to school wide progress
- Engendering a love of learning
- Being an exemplary role model for pupils/students and colleagues

Key Competencies – skills and qualities you must demonstrate

- Excellent punctuality and attendance and an abundance of energy
- Reliability and integrity
- The ability to inspire, motivate and enthuse pupils/students
- High expectations of student achievement
- Good relationships with pupils/students and staff
- The ability to manage time effectively
- Preparedness to show initiative and take risks
- A high degree of knowledge and expertise within your subject
- Good organisation
- Good judgement and knowing when to seek advice or support
- The ability to engender a team spirit and a pride in Rawlins, the House and the curriculum team
- Commitment to Rawlins values which are based on Christian and British values.

Specific tasks – what you must do

- Teach up to 45 one hour lessons in a 2 week cycle
- Be Form Tutor to a group within a Year and House team
- Carefully plan and prepare courses and lessons based on thorough assessment, ensuring that the work is well pitched and suitably challenging for every learner
- Regularly set and mark work to be carried out by the student in school and elsewhere
- Assess, record and report on the development, progress and attainment of pupils/students
- Promote the care, guidance, support and progress of all pupils/students assigned to you
- Communicate and consult with parents and with persons or bodies outside the school when there are concerns about the progress or welfare of pupils/students and when they have done particularly well
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils/students and groups of pupils/students
- Participate in arrangements made for the appraisal of your performance and that of other teachers
- Review from time to time your methods of teaching and schemes of work
- Advise and co-operate with colleagues on the preparation and development of high quality courses of study, teaching materials, teaching programmes, methods of teaching and assessment
- Maintain good order and discipline among pupils/students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Participate in meetings, seminars and training events

- In rare situations, teach pupils/students whose teacher is not available to teach them
- Participate in arrangements for preparing pupils/students for external examinations, assess pupils/students for the purposes of such examinations and record and report such assessments
- Demonstrate high levels of expertise and evident interest in what you are teaching
- Utilise support staff allocated to groups or individuals effectively
- Use appropriate resources, such as ICT effectively
- Analyse data, monitor attainment of all pupils/students within each class, ensure that targets are set, progress is reviewed and action taken to eliminate underachievement
- Record and monitor the attendance of pupils/students in lessons, intervening where it is not good
- Identify, recognise, praise and reward pupils/students systematically for good work, good behaviour and good progress
- Pursue opportunities for pupils/students to engage with the wider community through your subject and to portray a positive image of Rawlins to the Community
- Apply school policies consistently and where necessary, firmly, particularly those relating to teaching and learning, assessment, behaviour, dress code, homework and attendance
- Demonstrate a commitment to enhancement and enrichment activities
- Other reasonable duties that the Principal may ask you to perform

And finally:

- To uphold and promote the Academy's vision and values

Developing Trust | Inspiring Hope | Building Success | Shaping the Future

Through: Compassion, Wisdom and Endurance

Encapsulated in our motto: *Act wisely and make the most of every opportunity*

The duties outlined in this job description are covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

