



# Temporary Teacher (part time)

## JOB DESCRIPTION & PERSON SPECIFICATION

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### GRADE

Main or Upper Scale, dependent on experience.

Responsible to: The Head of Department.

Responsible for: High standards of Teaching and Learning.

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### PRINCIPAL FUNCTION

To embrace the school aims, objectives and ethos reflecting them in the classroom.

To provide high-quality learning opportunities in the subject area to enable students to achieve positive outcomes.

To assume the role of form tutor for a group of students, overseeing their care and their academic progress.

To participate in activities in support of the school.

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### TEACHING & LEARNING

To convey enthusiasm and passion for the subject and inspire students to develop a love of learning.

To plan and deliver high-quality sequenced lessons.

To use a variety of teaching methods, adapted to meet the needs of students to stretch and challenge.

To set and mark homework in accordance with the school policy and the homework timetable.

To set and maintain high standards of student work in the classroom and inform the Head of Department of any student whose work is exceptional or gives cause for concern.

To adapt teaching for students with Special Educational Needs, and work with the Special Educational Needs Department to maximise student progress.

To ensure that students work and behave well in class and deal with unsatisfactory work or behaviour in accordance with school policy.

To maintain a stimulating learning environment, keep classrooms tidy and arrange appropriate displays of students' work.

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## ASSESSMENT

To assess student work in accordance with statutory requirements, school policy and examination board requirements.

To use agreed subject assessments in order to diagnose and act on student strengths and areas for development.

To maintain a record of student attainment.

To use data to monitor student progress and provide support and guidance.

To write reports on students, complete progress checks and attend meetings with parents as required by the school calendar.

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## RESOURCES

To contribute to curriculum development through discussions at subject meetings and help to prepare materials for use by all members of the subject team.

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## SAFEGUARDING

This role involves regulated activity with children. The post holder must be familiar with, and comply with policies and procedures relating to child protection and promote the welfare of students.

The post holder will require an enhanced check from the Disclosure and Barring Service (DBS), including a check of the children's barred list.

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## GENERAL

Comply with the National Standards for Teachers.

Form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.

Attend meetings and events as required.

Be familiar with and adhere to the school's Health and Safety policy and undertake risk assessments as appropriate.

To contribute to the production of displays and activities on occasions when the school is open to prospective parents or the public.

Undertake duties before school, at break, and after school according to the school rota.

To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned above.

### NOTE:

This job description is current as of the date shown but it may be modified by the Head Master - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the post-holder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date: May 2024
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## PERSON SPECIFICATION

This role would suit an experienced teacher wishing to further develop their career or a committed ECT looking to get their career off to a good start. The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Exemplary classroom practitioner.	✓	
	Ability to teach this subject at GCSE level.	✓	
	Ability to teach up to A level		✓
	An ability to support students wishing to make Oxbridge and Russell Group university applications.		✓
	Sufficient experience with a proven track record of external examination success. [For suitably qualified staff]		✓
	Subject-specific awareness of curriculum and assessment issues.		✓
	Pastoral work in a school setting.		✓
	Meeting the needs of students, including those special educational needs and the most able.	✓	
Qualities, values and skills	A passion for your subject.		✓
	A clear educational philosophy that underpins pedagogy to support the characteristics of high-quality teaching and effective learning.	✓	
	The ability to adapt to new educational initiatives.		✓
	An ability to establish clear expectations, and constructive working relationships amongst staff and students.	✓	
	Evidence of working through sequences of lessons and developing schemes of work.		✓
	Empathy for students, parents, staff and the community.	✓	
	Good communication skills.	✓	
	Having a positive attitude.		✓
	A drive to extend the curriculum beyond the classroom and use external organisations.		✓
	A high level of emotional intelligence and resilience.		✓
Qualifications and Training	A degree in a related subject or a non-specific degree and demonstrated subject knowledge.	✓	
	Qualified Teacher Status.	✓	
	Up-to-date subject knowledge and skills.	✓	
	IT literate, with experience using IT within teaching, learning and resource management.		✓
	Enhanced DBS	✓	
	Appropriate Continued Professional Development (CPD).		✓