



WELLFIELD HIGH SCHOOL- JOB DESCRIPTION

WELLFIELD HIGH SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT

PART 1 - You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document, 2016

PART 2

Post Title: Classroom Teacher

Purpose:

1. To plan, develop and deliver high quality lessons and schemes of work, using a variety of approaches, to continually enhance teaching and learning and to maximise individual progress for students
2. To maintain and build upon the relevant standards achieved in the award for QTS (Secondary) as set out by the Secretary of State
3. To support the Head of Faculty (HoF) in providing effective leadership and management and to contribute to building and maintaining an effective teaching team which continually strives to enhance the quality of teaching and learning
4. To contribute as appropriate to a personalised learning agenda to meet the needs of individual students
5. To contribute to the school's delivery of engaging and effective teaching and learning strategies
6. To consistently apply the school's Behaviour and Rewards Policy

Reporting to: Head of Faculty and/or appropriate other within Appraisal structure

Disclosure level: Enhanced

SECTION 1 - GENERAL TEACHING DUTIES

Teaching and Learning

- Manage student learning through effective teaching in accordance with the Faculty/Department's schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches, including differentiation to ensure stretch and challenge for all students and to meet curricular objectives and to ensure equal opportunity for all students.
- Set assessments and homework regularly in accordance with the School policies, to consolidate and extend learning and encourage students to take responsibility for their own learning.
- Work with SEND staff and pastoral support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Work effectively as a member of the Faculty team to improve the quality of teaching and learning.
- Set high expectations for all students, particularly Pupil Premium students, to deepen their knowledge and understanding, to raise aspirations and to maximise their individual achievement.
- To plan and execute appropriate intervention strategies within the classroom to address potential underachievement and log as appropriate
- Use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem.
- Inspire creativity, independence and critical thinking
- Contribute towards social cohesion

<p>Curricular/Faculty Development</p> <ul style="list-style-type: none"> • To contribute to the development of comprehensive schemes of work which include a range of teaching and learning methods and activities providing a rich experience for all students, and incorporating a variety of assessment methods at key points to enable accurate judgements to be made on student progress within the Assessment for Learning Agenda. • To fully engage with Faculty and whole school initiatives for collaborative planning and moderation. • To share in the development of Faculty classroom and intervention strategies for students' literacy, numeracy and spiritual, moral, social and cultural development.
<p>Monitoring, Assessment, Recording, Reporting, and Accountability</p> <ul style="list-style-type: none"> • Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge. • Contribute towards the implementation of 'Pupil Passports' as detailed in the current Code of Practice and school policies particularly the planning and recording of appropriate actions and outcomes related to set targets and suggested strategies. • Assess students' work systematically and use the results to inform future planning, teaching, moderation and curricular development and to refine accurate predictions of student outcomes. • Keep up to date with data on student progress and use it effectively in planning and preparation. • Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports as required. • Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
<p>Subject Knowledge and Understanding</p> <ul style="list-style-type: none"> • Have a thorough and up-to-date knowledge and understanding of the National Curriculum requirements and assessment requirements and specifications for examination courses. • Keep up-to-date with research and developments in subject/pedagogy.

Professional Standards and Development <ul style="list-style-type: none"> • Be a role model to students through appropriate personal presentation and professional conduct as in the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings and the school policy and procedures. • Arrive in class, on or before the start of the lesson, and begin and end lessons on time and be a presence around school and between lessons, ensuring high standards are maintained. • Cover for absent colleagues in line with agreed school policies. • Be familiar with and supportive of all the School's policies and procedures including Safeguarding and Health. • Establish effective working relationships with professional colleagues. • Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. • Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare as directed by the School. • Be aware of the role of the Governing Body of the School and support it in performing its duties. • Be familiar with and implement the relevant requirements of the current SEND Code of Practice, DDA and Access to Work. • Consider the needs of all students within lessons (and implement specialist advice) especially those who: <ul style="list-style-type: none"> • have SEND • are disadvantaged (including PP, FSM, CLA, Forces Children and EAL) • are Able, Gifted and Talented • are mobile students
Liaison/communication <ul style="list-style-type: none"> • Meet regularly and work with the HoF (and line manager if different) for professional support and to develop effective Faculty management • Liaise with other subject teachers in order to utilise effective practice from across the curriculum
Health and Safety <ul style="list-style-type: none"> • Be aware of Basic First Aid procedures. • Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. • Co-operate with the employer on all issues to do with Health, Safety & Welfare and fire procedures. • Work to the school's policies.
Continuing Professional Development - Personal <ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which may lead to improvements in teaching and learning. • Undertake any necessary professional development as identified in the School or Faculty Improvement Plan and Appraisal processes taking full advantage of any relevant training and development available. • Maintain a professional portfolio of evidence to support the Appraisal process. • To work to the school's policies
Continuing Professional Development – Staff <ul style="list-style-type: none"> • Contribute as appropriate to the school's CPD programme. • Support trainees and NQT's to ensure they are appropriately monitored and supported if applicable.

Tutor Role
<ul style="list-style-type: none"> Every classroom teacher may be expected to be part of House team and to work to the Personal Tutor job description
Safeguarding
<ul style="list-style-type: none"> To be responsible for promoting and safeguarding the welfare of children and young persons with whom the post-holder comes into contact with, or is responsible for in line with School Policies.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

1. To teach effectively
2. To assist the HoF in ensuring that the Faculty contributes effectively to the attainment of school targets both at Key Stage 3 and Key Stage 4

To undertake any other duties and tasks as reasonably defined by the Headteacher

- This job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.
- It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
- Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by: SLT/HoF	Revision Number: 2
Approved by: Executive Headteacher	Revision Date: April 2017 (LGW)