

# Teacher

## Post Description



**Post Title:** Teacher

**Responsible to:** Head of Department

### Teacher

#### Main Purpose:

- To ensure effective, high quality teaching in the classroom and make a full and active contribution to the values and stated aims of the school.

MAIN (CORE) DUTIES	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"><li>▪ To develop a safe, effective, stimulating and inclusive learning environment in the classroom</li><li>▪ To plan and prepare high quality schemes of work and individual lessons</li><li>▪ To ensure all students' needs are met through effective differentiation of learning contexts and teaching resources</li><li>▪ To use a variety of teaching methods and learning contexts which stimulate learning and progress appropriate to students' needs and the demands of the syllabus.</li><li>▪ To provide high quality written and oral feedback to students so as to facilitate accelerated rates of progress amongst all ability and age ranges</li><li>▪ To ensure that literacy, numeracy and SMSC developments are reflected in the learning experiences of all students.</li><li>▪ To maintain discipline in accordance with the school's policies and procedures and to foster exemplary practice with regard to punctuality, behaviour, standards of work and homework.</li><li>▪ To ensure the effective/efficient deployment of classroom support so as to promote independent learning and accelerated rates of progress in SEN learners</li><li>▪ To assess, record and report and give written/verbal and diagnostic feedback on the attendance, development, progress and attainment of students and to keep such records as required</li><li>▪ To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li><li>▪ To promote and contribute to extra-curricular departmental activities and out of hours learning</li></ul>

	<ul style="list-style-type: none"> <li>▪ To work effectively as a member of the department and contribute positively to working relationships across the school</li> <li>▪ To seek opportunities to collaborate with other schools in order to develop own practice and pedagogy</li> </ul>
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"> <li>▪ To assist in the development of appropriate syllabuses, resources and schemes of work within the department</li> <li>▪ To contribute to the department's Improvement Plan and its implementation.</li> <li>▪ To ensure the implementation and development of school policies and practices e.g. the Whole School Marking Policy and the school's Vision for Learning</li> <li>▪ To contribute to whole school planning activities.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ To play an active role in the school's CPD programme by participating in arrangements for further training and professional development.</li> <li>▪ To continue own professional development where appropriate e.g. subject knowledge and teaching methods.</li> <li>▪ To engage actively in the school's Performance Appraisal Cycle</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>▪ To fully participate in the school's quality assurance procedures</li> <li>▪ To contribute to the process of monitoring and evaluation of the curriculum department in line with agreed school procedures including evaluation against quality standards and performance criteria. To seek and implement improvement where required.</li> <li>▪ To review methods of teaching and programmes of work as appropriate</li> <li>▪ To take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>▪ To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS registers etc.</li> <li>▪ To complete relevant data collections and documentation to assist in the tracking of student progress</li> <li>▪ To analyse student progress data in order to inform own teaching</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>▪ To communicate effectively with the parents and other stakeholders as appropriate.</li> <li>▪ To follow agreed policies of communication within the school</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>▪ To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools.</li> <li>▪ To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>▪ To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>▪ To assist the Head of Department in identifying resource needs and to ensure the efficient and effective use of such resources</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>▪ To act as a Learning Co-ordinator to an assigned group of students in accordance with the Learning Co-ordinator Post Description</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>▪ To be aware of all aspects of and act upon as appropriate, the school's Safeguarding and Child Protection Policy</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the role and working environment of individual members of staff to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Health & Safety Responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the headteacher in the fulfilment of the objectives of the school's Health and Safety policies

## General

- Being aware of the responsibility for child protection, safeguarding, personal health, safety and welfare and that of others who may be affected by your actions or inactions
- Maintaining confidentiality as appropriate
- Cooperating with the employers on all issues of health, safety and welfare
- Undergo basic First Aid Training and renew as and when appropriate
  
- **Customer Care** - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
  
- **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others
  
- **Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.
  
- **Health and Safety** – To operate safely within the workplace with regard to Health and Safety Legislation

- **Confidentiality** – An acknowledgment of the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality and the management and sharing of information
- **Energy Efficiency** – To promote energy efficiency throughout the workplace and within own area of activity

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

## Person Specification



### Qualifications:

<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>▪ A recognised good honours degree or equivalent in relevant subject specialism</li> <li>▪ Qualified Teacher Status</li> <li>▪ Ability to inspire and teach across the 11-16 age and ability range</li> <li>▪ Relevant in-service training</li> </ul>	<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>▪ Further professional qualifications relevant to the post</li> </ul>
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### Previous Experience:

<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>▪ A successful record of teaching</li> <li>▪ Evidence of successful impact on learner outcomes</li> <li>▪ Experience of working as a form tutor</li> <li>▪ Experience in successful intervention programmes</li> <li>▪ Involvement in the monitoring of progress and attainment at student and class levels</li> <li>▪ Experience of successful team work</li> </ul>	<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>▪ Experience of developing learning and teaching in an inclusive environment</li> <li>▪ Involvement in curriculum initiatives and extra-curricular developments</li> </ul>
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### Professional Competence:

<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>▪ Excellent specialist subject knowledge</li> <li>▪ Ability to teach at both Key Stages 3 and 4</li> <li>▪ Excellent knowledge and understanding of behaviour management strategies and how to successfully implement these</li> <li>▪ High level communication skills including presentational skills</li> <li>▪ Ability to inspire and motivate staff and students alike</li> <li>▪ Ability to contribute to and develop SOW and POS in the relevant subject specialism</li> <li>▪ Knowledge and understanding of how to use ICT and other technologies for school improvement</li> </ul>	<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>▪ Ability/willingness to teach KS3 subjects</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Ability to initiate, develop and implement policies and initiatives</li> <li>▪ Ability to work effectively in a team</li> <li>▪ Good organisational and time management skills ~ able to meet strict deadlines</li> <li>▪ Ability to analyse and problem-solve and have a 'solution-based' approach</li> <li>▪ Ability to set clearly articulated goals, track progress and adapt strategies to achieve them</li> <li>▪ A strong commitment to inclusion and the overcoming of barriers to education</li> </ul>	
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**Personal Qualities:**

<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>▪ Commitment to an ethos of high standards and academic success</li> <li>▪ Strong sense of moral purpose and probity, with commitment to the school's vision and ethos</li> <li>▪ Capacity to establish positive and sensitive interpersonal relationships across the school and wider community</li> <li>▪ Self-confidence, personal impact and presence</li> <li>▪ Personal resilience, with the ability to prioritise conflicting demands</li> <li>▪ Commitment to own professional development</li> <li>▪ A sense of humour and ability to remain calm under pressure</li> <li>▪ Record of good health and attendance</li> <li>▪ Muslim or sympathetic to and supportive of the Hanifi School of Thought and possessing the inherent values of the Muslim faith</li> </ul>	<p><i>Desirable</i></p>
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