

# JOB DESCRIPTION



## **Main job purpose**

To be responsible for the teaching of students at KS3 and KS4 as directed by the Headteacher, being accountable for quality student learning and the expected standards of student attainment and achievement within designated subject/curriculum areas through a systematic focus on high quality and innovative teaching.

## **Specific responsibilities related to the post**

### **Line Management**

Meet regularly with the line manager to ensure clarity of understanding of a range of issues.

### **Quality of Teaching**

**Plan and deliver high quality lessons in accordance with school, subject, and national curriculum/examination board requirements ensuring:**

- lessons are planned, prepared, resourced and delivered with a focus on high quality, imaginative and innovative teaching;
- planning and delivery which takes into account the needs of the individual students and includes appropriate differentiation and liaising with Teaching Assistants where appropriate;
- participation in subject team collaborative planning sessions, preparing lesson plans and schemes of work as agreed with the line manager;
- opportunities to further develop teaching skills;
- strategies and the use of new technologies are embraced.

### **Quality of Learning**

**In delivering high quality lessons, systematically monitor, analyse and develop the quality of learning in the classroom by:**

- ensuring that lessons are focused on student learning, that students know what they will learn, how they can improve their learning and are given ample opportunity to demonstrate what they have learned;
- regularly marking, assessing and providing formative comments upon students' work as required within the school assessment policy;
- recording and monitoring student progress, holding accurate records and following school reporting and assessment tracking procedures as required;
- contributing to the pastoral work of the school as a Tutor;
- monitoring tutees' attendance and acting upon concerns as necessary;
- tutoring groups/individual students as required;
- consistently applying the school's Behaviour Policy to maximise student participation and engagement in lessons.

### **Student Achievement**

**To be accountable for the standards of students' achievement of groups taught and individual students within the groups by:**

- using baseline data and assessment records to evaluate the quality of achievement of individuals and/or teaching groups;
- maintaining on-going records of student progress and achievement;
- monitoring the achievement of students within the tutor group, setting agreed targets as required;
- meeting with individual line manager to agree challenging targets for individual students and teaching groups;

- providing evidence of student achievement and attainment as required;
- liaising with parents (by letter, phone, at consultation evenings, option evenings etc.,) to inform them of concerns, issues, praise, progress and achievements.

## **Resource Management**

### **Manage the resourcing of lessons by:**

- researching, developing and sharing resources, ensuring adequate and strategic provision of learning materials to enhance teaching;
- working with colleagues in planning time to develop resources and advise line manager on resource requirements.

The key responsibilities and duties set out the area of work in which duties will generally be focused and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Head of School.

### **Other duties**

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Sherborne Area Schools' Trust (SAST).
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.



# PERSON SPECIFICATION

## Classroom Teacher

### Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

### Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

### Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

### Knowledge

- Good honours degree and/or relevant high level expertise
- A real interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school

### Leadership Skills

- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

### Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

### Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mindset

### Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others

We are interested in all these attributes for colleagues joining the Harbour Vale family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important.