

JOB DESCRIPTION: Teacher

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

1. **Name:**

2. **Title of Post:** Teacher

3. **Salary Grade:** Mainscale

4. **Relationships**

The postholder:

4.1 is responsible to the Headteacher through the appropriate Team Leader for teaching and other responsibilities

4.2 Works with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.

5. **Purpose of the Job**

5.1 To be an effective teacher and tutor who leads by example and establishes high levels of expectation, maximising the achievement of all students in your charge.

5.2 To secure continuous improvement in the teaching and learning of the subject, raising student attainment and monitoring progress.

5.3 To provide a secure, challenging and motivating environment for pupils.

5.4 To assist with the development of the department and other staff within the school.

5.5 Other duties by negotiation.

6. **Generic Responsibilities of all Shenfield High School Teaching Staff**

6.1 To demonstrate consistently a high standard of personal and professional conduct in accordance with Part 2 of the Department for Education Teacher Standards 2012.

6.2 To adopt the values and implement aims and policies of Shenfield High School and reaffirm them regularly.

6.3 To support, encourage and challenge the students.

6.4 To promote punctuality and respect for all in the environment both in the classroom/teaching area and the wider school environment.

6.5 To work with colleagues in projecting a consistent corporate approach to our dealings with the students, parents and all concerned with Shenfield High School.

- 6.6 To work with the Headteacher and other colleagues to communicate with parents, other colleagues and appropriate agencies concerning the progress, welfare and well-being of all students.
- 6.7 To ensure that students' achievements are celebrated and that they are assessed, recorded and reported within the agreed assessment principles of Shenfield High School.
- 6.8 To encourage students to participate fully across the whole spectrum of their school experience, promoting and providing extra-curricular opportunities as appropriate.
- 6.9 To assist your Team Leader in promoting the continuity and quality of the learning experience for every student.
- 6.10 To work with, and be accountable to, the Team leader or other designated members of staff regarding agreed objectives for you, the department and the school.
- 6.11 To maintain a high level of professional expertise in relation to the post to which appointed.
- 6.12 To develop mutual co-operation and a sense of responsibility for the maintenance and enhancement of a pleasant whole school working environment amongst students and colleagues.
- 6.13 To undertake additional duties including student supervision, attending meetings and undertaking professional development in accordance with Teachers' Conditions of Employment.
- 6.14 To be familiar with the School's Health & Safety Policy. Where appropriate, to check and ensure proper measures relating to safety at work and to relay any concerns to the School's Health & Safety Officer.
- 6.15 To undertake any other duty deemed reasonable, as directed by the Headteacher

7 Specific Responsibilities (DfE Teacher Standards)

7.1 Set high expectations which inspire, motivate and challenge pupils:

- 7.11 Establish a safe and stimulating environment for pupils, rooted in mutual respect
- 7.12 set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- 7.13 demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

7.2 Promote good progress and outcomes by pupils

- 7.21 be accountable for pupils' attainment, progress and outcomes
- 7.22 plan teaching to build on pupils' capabilities and prior knowledge guide pupils to reflect on the progress they have made and their emerging needs
- 7.23 demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- 7.24 encourage pupils to take a responsible and conscientious attitude to their own work and study.

7.3 Demonstrate good subject and curriculum knowledge

- 7.31 have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings

- 7.32 demonstrate a critical understanding of developments in the subject and curriculum , and promote the value of scholarship
- 7.33 demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

7.4 Plan and teach well-structured lessons

- 7.41 impart knowledge and develop understanding through effective use of lesson time
- 7.42 promote a love of learning and children's intellectual curiosity
- 7.43 set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- 7.44 reflect systematically on the effectiveness of lessons and approaches to teaching
- 7.45 contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

7.5 Adapt teaching to respond to the strengths and needs of all pupils

- 7.51 know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- 7.52 have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- 7.53 demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- 7.54 have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

7.6 Make accurate and productive use of assessment

- 7.61 know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- 7.62 make use of formative and summative assessment to secure pupils' progress
- 7.63 use relevant data to monitor progress, set targets, and plan subsequent lessons
- 7.64 give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7.7 Manage behaviour effectively to ensure a good and safe learning environment

- 7.71 have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour and positive learning relationships policy
- 7.72 have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently.
- 7.73 Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- 7.74 maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

7.8 Fulfil wider professional responsibilities

- 7.81 make a positive contribution to the wider life and ethos of the school

- 7.82 develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- 7.83 deploy support staff effectively
- 7.84 take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues and engaging with the school's agreed Performance management procedures and policy
- 7.85 communicate effectively with parents with regard to pupils' achievements and well-being.

This Job Description may be amended at any time according to the changing priorities of Shenfield High School as identified in the Strategic Improvement Plan and in consultation with the postholder.