

Role	Teacher
Responsible To	Principal
Line manager	Assistant Principal for Education

Purpose of the job:

Every member of staff plays a significant part in the learners' ability to achieve their full potential and positive outcomes whilst at Highgate Hill House School. To do this we need to work collaboratively with multi-agencies and always as a team, which is essential to the learners' success and achievement.

Strategic direction

- Develop schemes of work your class/subject and accreditation which meet the needs of all learners.
- Develop and implement policies for your class/subject in line with our school's commitment to high-quality teaching and learning.
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote learners' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult learners, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values and ethos
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different learners, such as disadvantaged learners and those with special educational needs and/or disabilities (SEND)
- Ensure adaptations are in place for the specific needs of each learners
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional support staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for your subject/s
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented in all classes
- Make sure there is an effective system of assessment that oversees the progress of learners to ensure the curriculum has a positive impact on learners' learning
- Have an overarching responsibility for learners' achievement and standards in the subject area or class
- Design and oversee impactful interventions

Leading and supporting staff

- Keep staff informed on any developments or changes within your subject/s
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Liaise effectively with exam boards to ensure that LSAs understand and are familiar with the syllabuses that are being delivered
- Support LSAs to make accurate assessments, record progress in all areas, manage internal and external moderation, and complete internal moderation exercises

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are of low stimulation, of high quality and resourced to inspire curiosity in learners
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject/class budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to learners

Health and Safety:

- Working safely and hygienically at all times within health and safety guidelines and policies
- To report any health or safety concerns to the appropriate person
- To ensure the school is kept clean and tidy at all times
- To undertake food hygiene certificate and implement all food hygiene legislation
- Dress in accordance with the Highgate Hill House School Dress Code
- To complete and adhere to first aider training
- To ensure all risk assessment are completed and followed

Partnership Working:

- Sustain and develop positive working relationships with all areas of the school
- Implement/monitor and contribute to joint initiatives as required
- Celebrate and share success with learners, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for Highgate Hill House School, representing the school positively at all times at events and meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by management
- Follow Highgate Hill House School's policies and procedures, paying particular attention to safeguarding, confidentiality & health and safety

- To attend all staff meetings as directed by Line Manager
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified including individual and group training, INSET days and Twilight sessions as directed

Qualifications and experience required for this role: See Personal Specification

PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	QTS or PGCE Degree in Subject area	NPQ	Certificate Application form
2. Experience	Successful experience of teaching in a school environment	Working in a SEN/SEMH/C&L school	Application form Interview
3. Knowledge and skills	Excellent Understanding of Subject area Understanding of examination requirement Good IT Skills Ability to meet learner's individual needs Good standards of written and verbal English Organised Pro-active	Understanding of SEN & experience of working with learners in SEN environment Awareness of local and national organisations that can provide support with delivering the subject	Application form Interview questions
4. Competence	Professional Ability to follow procedures/policies Ability to work as part of a team and independently		Interview questions
5. Personal Qualities	Learner focused Team player Can work under pressure and prioritise effectively Emotionally robust Resilient Sound communicator Driven Innovative Flexible Sense of humour		Interview questions
6. Other		Full Driving License	Document verification

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

This job description may be amended at any time in consultation with the postholder.

Reviewed January 2025