



Stopsley High School Job Description

Post: Class Teacher (Maternity)

Subject: MFL (Spanish and French)

Salary: MPS/UPS

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at Stopsley High School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document and as outlined in the DfE School Teachers' Pay and Conditions Document.

A teacher is also responsible for;

Teaching & Learning

- To teach high quality and relevant lessons, in line with the school policy that allows all students to make progress. These must include;
 - Challenging provision for all students, particularly high attainers.
 - Appropriate provision for SEND (liaising with the Special Educational Needs and Disability Coordinator & Teaching Assistants).
 - Learning beyond the classroom through effective homework opportunities.
 - High levels of literacy, appropriate to the Key Stage.
 - Thoughtful and wide ranging promotion of Social Moral Spiritual Cultural opportunities.
- To contribute to the design of a **shared curriculum**
- To contribute to the provision of **extra-curricular opportunities** for students across both Key Stages
- To take part in **department meetings** according to the school calendar.

Monitoring, Assessment & Feedback

- To be accountable for **student outcomes** and **teaching & learning** within your individual classes

- To carry out regular **assessment** opportunities at both Key Stages in line with the departmental assessment policy and to contribute to accurate **moderation** of assessment
- To ensure student progress is accurately **monitored** and **reported** on for individual class groups. This includes setting appropriate **targets**
- To ensure effective **communication** with parents, including the **reporting** process and attendance at **Parents Evenings**
- To review individual **Key Stage 3** and **GCSE performance**
- To provide regular **feedback** for all students in line with the departmental policy and ensure that **students act** on this feedback
- To provide **formative assessment** opportunities for students
- To ensure completion of **non examined assessment**, in line with the school's non examined assessment policy
- To take part in **observations** in line with the school's policy.

Continual Professional Development

- To be a positive **role model**
- To take part in the **appraisal process**
- To take part in **continual professional development** where appropriate
- To attend in **continual professional development sessions** according to the school calendar
- To contribute to **teamwork** and **effective working relationships** within the department.

Behaviour & Climate for learning

- To be responsible for **student behaviour** in the classroom and ensuring the whole school policy on behaviour is followed. To involve the Pastoral Team where necessary
- To provide a safe and positive learning environment for students to learn in the classroom through high quality **display** that is changed annually according to school policy and to ensure the learning environment is kept tidy.

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
- To promote, advocate and follow all **school policies**.

Pastoral Responsibilities

- To carry out the responsibilities of a form tutor as outlined in the form tutor role description.

