



Job Description and Person Specification

Title:	Classroom Teacher
Grade and Salary:	Teachers Pay Scale / Upper Pay Scale
Contract:	Teachers Terms and Conditions
Responsible To:	Faculty Director
Functional Relationships:	Other Faculty members Leaders of Learning Support Other Support Staff: Teaching Assistants, Administrative Assistants Student Phase Managers
Job Purpose:	To be responsible for the teaching of your subject at KS3 and to GCSE and Advanced Levels

Teaching and Learning Responsibilities

1. To plan, prepare and teach across all courses within your subject as required.
2. To prepare and teach lessons according to agreed programmes of study of the department taking into account the different abilities of students and matching delivery to improving individual progress.
3. To assess students' work and keep accurate records of their achievements and deliver feedback to students.
4. To contribute to the resourcing of Faculty courses and to support the collective work of the Faculty.
5. To help plan and take part in extra-curricular activities to enhance the learning of students in the Faculty.
6. To deliver the agreed tutor/PSHE programmes as required.
7. To monitor, record and report on the progress and achievement of students in line with department, school and national policies.
8. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions;

General Duties and Responsibilities

1. To promote the aims and objectives of Iveshead School an Inclusive Comprehensive Secondary School through the agreed policies.

2. To care for the teaching areas and resources used in the schools and ensure attention to Health and Safety requirements.
3. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
4. To ensure proper behaviour by students through the agreed procedure within the schools and individual departments.
5. To contribute to the management of the school/college through planned meetings, working groups and other activities related to the development plan.
6. To contribute to the effective flow of information within the schools by using the school's systems of communication for dispersing and receiving messages.
7. To fulfil allocated duties within a duty rota.
8. To ensure that achievement tracking and reports to parents are compiled at appropriate times and to attend relevant meetings with parents.
9. To participate in the running of exams and key stage tests.
10. To liaise with parents and attend consultations as agreed on the School Calendar.
11. To participate in the PSHRCE programme and be a Learning Manager within a pastoral team as required.
12. To take part in personal professional development activities and the performance management system.
13. To contribute to the Safeguarding and Welfare of students by following agreed procedures and reporting methods.
14. To undertake any other reasonable duties requested by the Head Teacher.

PERSON SPECIFICATION CLASSROOM TEACHER

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - qualified teacher status - relevant degree subject 	<ul style="list-style-type: none"> - further study
Experience	<ul style="list-style-type: none"> - experience of teaching subject to KS3/GCSE/A-Level 	<ul style="list-style-type: none"> - experience of 11-18 - experience as a form tutor
Curriculum	<ul style="list-style-type: none"> - a clear vision of the curriculum - an understanding of the contribution your subject makes to the whole curriculum 	<ul style="list-style-type: none"> - an understanding of the relationship between pastoral and academic curriculum - experience of using ICT in the teaching of your subject
School Ethos	<ul style="list-style-type: none"> - an ability to defuse situations and handle crises - an understanding of the part students can play in the achievement of others 	<ul style="list-style-type: none"> - an understanding of the spiritual, moral, social and cultural aspects of others
Relationships	<ul style="list-style-type: none"> - an ability to relate well to young people and adults 	<ul style="list-style-type: none"> - evidence of working with members of the local community
Parents	<ul style="list-style-type: none"> - an awareness of the issues which concern parents 	<ul style="list-style-type: none"> - experience of handling parental concerns
Management	<ul style="list-style-type: none"> - self-management with regard to lead subjects 	<ul style="list-style-type: none"> - experience of contributing to team decisions
Personal Skills	<ul style="list-style-type: none"> - good personal organization - self motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative 	<ul style="list-style-type: none"> - interests out of school