



## **Job Description – Teacher**

**Reports to:** Head of Department  
Ultimately, Head of Curriculum

**Location:** West Heath School – Sevenoaks

**Hours:** Term time only (39 weeks) Monday-Friday

### **Main Purpose of the role:**

- To teach and educate students according to guidelines set out in Teachers' Standards, in line with West Heath School expectations
- To demonstrate practise which teaches and educates students according to their individual needs, supporting them to achieve their academic potential

### **Main Duties and Responsibilities:**

- Plan, prepare and deliver lessons as per timetable
- Modify teaching and learning for all students according to their educational needs and abilities
- Appropriately stretch and challenge all students
- Assess, record and report on the development, progress, attainment and behaviour of the students within your care
- Promote the general progress and well-being of students
- Provide guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice
- To act as a positive role model
- Communicate, consult and co-operate with other members of the school staff, including those having posts of special responsibility and parents/carers to ensure the best interest of students
- Reviewing and evaluating own teaching and learning strategies, methodologies and programme/s in line with the school's expectations
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s through effective dialogue, participating in CPD and department meetings.
- Complete accurate attendance registers, on time each day

**Health and Safety:**

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies
- Ensure Classroom/Learning Environment is fit for purpose and appropriate to the needs of the students

**Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, 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
- Support students to be respectful of each other

**General:**

- To act as an ambassador for West Heath School representing the school where necessary 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 line manager
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

**Qualifications and experience required for this role:**

See - Person Specification below



## PERSON SPECIFICATION

### Associate Teacher

Requirement	Essential	Desirable	Testing Method
1. Qualifications		Level 3 AET & Level 5 DET or equivalents	Certificate Application form
2. Experience	School experience in a student facing role	SEN unqualified teaching experience	Application form Interview
3. Knowledge and skills	Pastoral		Application form Interview questions Presentation
4. Competence	Willingness to learn and develop pedagogy from feedback		Interview questions Presentation
5. Personal Qualities	Resilient Compassionate Forgiving Nurturing Strong work ethic		Interview questions Presentation
6. Other	Full Driving Licence & access to vehicle		Document verification

### Qualified Teacher

Requirement	Essential	Desirable	Testing Method
1. Qualifications	QTS/PGCE or equivalent		Certificate Application form
2. Experience	Teaching experience in a school	Experience in SEN School	Application form Interview
3. Knowledge and skills	Strong pedagogy Pastoral skills		Application form Interview questions Presentation
4. Competence	Good or outstanding teacher		Interview questions Presentation
5. Personal Qualities	Resilient Compassionate Forgiving Nurturing Strong work ethic		Interview questions Presentation
6. Other	Full Driving Licence & access to vehicle		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.

*West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*