



Hartsdown  
Academy

## **Classroom Teacher Job Description and Person Specification**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

### **All staff will:**

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the Schoolteachers' Pay and Conditions Document.

## **Specific Responsibilities**

### **a) Curriculum Organisation and Delivery**

To plan and deliver outstanding lessons that engage and excite children and ensure that all students make good and better progress

To develop and review, along with appropriate colleagues, syllabuses and schemes of work designed to meet the needs of all students and establish the school's ethos and values.

To monitor the progress of all students taught, ensuring high standards of work with reports to Subject Leaders/line manager when agreed

To ensure effective liaison with student services, inclusion for students with special educational needs and external agencies as required.

To follow the school policies on setting home learning

### **b) Assessment and Monitoring**

To follow the agreed whole school policy on assessment and monitoring

To communicate with parents about students' progress through reports, parents' evenings etc.

To follow the guidelines on rewarding achievement

To participate in public and internal examination and assessment arrangements

### **c) Staff Development**

To participate in appropriate arrangements for in service training and contemporary professional development

To participate in arrangements made for appraisal including observations and lesson 'drop ins'

To participate in meetings regarding performance

### **d) Management**

To implement agreed whole school and subject policies

To take part in scheduled meetings with colleagues and parents in accordance with the school's programme

To keep records through the schools management systems of attendance at every lesson, together with class and home learning set

To maintain good order and behaviour in the classroom

To be responsible for maintaining teaching rooms in a clean and tidy state and facilitating the display of students' work

To be responsible for the best use of resources, including ICT

To be aware of and adhere to all school Health and Safety procedures

To share in supervisory duties in accordance with the school's published rotas

To share in cover for absent colleagues

To keep up to date with all school information e.g. annual calendar, intranet, staff briefing etc

**e) Tutor**

To share in the corporate responsibility for the development, education and wellbeing of students in accord with the school's policies

To carry out the role of a tutor, including pastoral support, communicating with parents, and identifying and addressing, with colleagues, issues that are likely to result in underachievement.

**f) Other Specific Duties:**

- To develop and run an after school club
- To work to ensure that attendance is high
- To monitor attendance and take action with the Head of Year and other colleagues where attendance falls
- To enable the tutor group to celebrate life events such as birthdays
- To continue personal professional development as agreed.
- To engage actively in the appraisal process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable

July 2020

## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Qualifications

1. Qualified teacher status	a) Commitment to continuing professional development activities
2. Relevant Degree	b) 2:1 or better c) Post graduate degree

### Professional Attributes

<ol style="list-style-type: none"> <li>1. A commitment to “go the extra mile” to ensure the best outcomes for every child</li> <li>2. Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential</li> <li>3. Hold positive values and attitudes and adopt high standards of behaviour in their professional role</li> <li>4. Excellent communication skills (verbal and written)</li> <li>5. Commitment to professional development and collaborative working.</li> </ol>	
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### Professional Knowledge and Understanding

<ol style="list-style-type: none"> <li>1. Have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential.</li> <li>2. Have the knowledge and skills to teach a second subject</li> <li>3. Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications.</li> <li>4. Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities.</li> <li>5. Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.</li> </ol>	a) Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
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### Professional Skills

1. Plan for progression across the secondary age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject and curriculum knowledge	a) Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched
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<ol style="list-style-type: none"> <li>2. Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within the secondary phase and context</li> <li>3. Plan, set and assess homework, other out- of-class assignments and coursework for examinations, where appropriate, to sustain learners' progress and to extend and consolidate their learning</li> <li>4. Teach challenging, well organised lessons and sequences of lessons across the secondary age and ability range</li> <li>5. Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion.</li> <li>6. Use assessment as part of the teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching</li> <li>7. Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy</li> </ol>	<p>to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.</p> <p>b) Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.</p>
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