



## Goldwyn School

### Job Description - Teacher of PSHE/Careers (Maternity Cover)

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<b>Employed at:</b>	Goldwyn Plus, Ashford
<b>Salary Scale:</b>	MPS/UPS + SEN Allowance
<b>Responsible To:</b>	Principal/Centre Manager
<b>Purpose:</b>	<p><b>To</b> take responsibility for planning, teaching and assessing students in line with the framework of national and school policies.</p> <p><b>To</b> use assessment effectively for planning and tracking student progress and report on students' progress to senior staff and to parents and carers, in accordance with school policies.</p> <p><b>To</b> provide support and targeted interventions to students who have identified needs.</p> <p><b>To</b> effectively manage additional adults within the classroom</p> <p><b>To</b> cover other subjects/classes where needed.</p>

All teaching appointments are subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (STPCD) and from the Teachers Standards - <https://www.gov.uk/government/publications/teachers-standards>

#### Accountabilities - Teacher

- To complete the tasks of the classroom teacher as set out in the School Teachers' Pay and Conditions document having due regard for the school's aims and objectives, schemes of work/syllabi, and policies of the Governing Body.
- To share in the corporate responsibility for the student wellbeing, social, emotional and behavioural development.
- To take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.
- To contribute to the school aims by providing activities that enrich the curriculum and the students' experience of learning.
- To support and implement all relevant aspects of the School Development Plan and make a measurable contribution to whole school objectives.
- To adhere to the Goldwyn School Charter.
- To support and contribute to the school's responsibility for safeguarding students.

#### Key Accountabilities - Teaching and Learning

- To work with a team of colleagues in developing teaching and learning strategies.
- To provide for the learning experiences of students in various subjects as requested.
- To provide ongoing development of English, Maths and Alternative Subjects as requested by Goldwyn Plus.

#### Key Tasks

- Plan deliver reflect and evaluate role as class/subject teacher.
- Through meetings and workshops, update colleagues on relevant policy and practice
- Using knowledge of school policies and national curriculum requirements plan differentiated work to meet the needs of individuals and groups promoting progression continuity and quality of learning.
- Use relevant classroom management strategies to ensure purposeful environment for teaching and learning to take place.
- Use a variety of teaching and learning styles and communicate clear learning objectives and expectations.
- Keep abreast of developments in teaching and learning in a variety of subjects as required.
- Supervising and so far as practicable teaching any student whose teacher is absent in the School Teachers' Pay and Conditions Document (STPCD).



- Oversee systems to monitor and record achievement.
- Monitor and assess students' work and use assessment to inform planning and identify individual needs.
- Record students' progress and report achievement in line with school policy and statutory requirements including reporting to other agencies.

#### **Key Accountabilities: Management of People**

- To work collaboratively with other adults and colleagues including teachers and teaching assistants
- To promote training and support in your subjects for learning support assistants.

#### **Key Tasks**

- To direct the work of TAs, students and other helpers.
- Consult and plan with learning support staff, non-teaching staff and outside agencies as appropriate

#### **Key Accountabilities: Management of Financial and Physical Resources**

- To develop, maintain, monitor and control financial and budgetary considerations within your departments.

#### **Key Tasks**

- Manage a budget when required.
- Maintain a record of equipment and resources.
- Support the establishment and maintenance of an attractive purposeful working environment.
- Manage the allocation of equipment and resources.

#### **Other Specific Duties:**

- To undertake personal and professional development as agreed.
- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
- Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Establish and maintain regular communication flow (internal and external).
- Establish and carry out procedures to keep records of students to satisfy school policies, National curriculum and OFSTED requirements.
- To ensure that administrative requirements are fulfilled and that deadlines are met.
- To keep records and carry out procedures according to school policies.

#### **Additional Responsibilities**

- To work across Goldwyn sites where necessary

#### **Working time**

- 195 days, 1265 hrs per academic year. (See STPCD).

#### **Performance Development:**

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression.

#### **Staff Development:**

- To monitor and evaluate own performance in line with performance management procedures with line manager.
- To participate in peer support and appraisal processes
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal. The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.