

## JOB DESCRIPTION

**Job title:** Teacher  
**Pay Scale:** MPS / UPS  
**Hours per week:** Full Time  
**Responsible to:** Head of Department

### Overall Job Purpose

- Deliver an appropriately broad, balanced, relevant and differentiated curriculum which provides all students with the opportunity to achieve their individual potential.
- Monitor and support the progress of students and take appropriate action to ensure the highest possible standards of learning and achievement.
- Carry out professional duties in line with the Headteacher's direction and the School Vision Statement.
- Monitor, evaluate and enhance teaching and learning.
- Support behaviour referrals for students as appropriate and within school guidelines.
- Assist in the implementation of all School policies and procedures.
- Manage resources effectively.

### Key Roles

#### **Planning and Information**

- Contribute to the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the relevant curriculum area.
- Plan and prepare lessons for all classes.
- Contribute to the whole school's planning activities and attend departmental/school meetings as required.
- Maintain appropriate records and provide relevant, accurate and up to date information as required.
- Track student progress and use information to inform teaching and learning.
- Prepare reports according to the calendar, recording and monitoring attendance, progress, development and attainment.

### **Teaching and Assessment**

- Teach students according to their educational needs, including the setting and marking of work completed by the student both in school and at home, ensuring a high quality learning experience.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure Literacy, Numeracy and ICT are integral components to subject teaching and are reflected in the learning experience of students.
- Prepare and update subject materials.
- Contribute to the preparation of assessment and exam materials, and ensure that students are assessed according to their educational abilities.
- Maintain discipline in accordance with the School's procedures and encourage good practice with regards to punctuality, behaviour, standards of work and homework.

### **Communication**

- Communicate effectively and proactively with students, parents and external agencies as appropriate.
- Follow agreed policies for communication within the School.
- Participate in the programme of parent and community liaison activities which may include Open Evenings, Parent's Evenings, and School Celebrations.

### **Continuous Professional Development**

- Take responsibility for personal and professional development by actively seeking out training opportunities, as well as participating in School based INSET days, lesson observations and relevant meetings.
- Keep up to date with national developments in the area of learning and education.
- Engage in the appraisal process in a positive and professional manner.

Blacon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff/volunteers to share this commitment. Staff have a responsibility to ensure they are aware of specific duties relating to their role and should familiarise themselves with the School's safeguarding and child protection procedures. Regular safeguarding and child protection training updates are mandatory for all staff.

It is the responsibility of all staff to recognise their role in maintaining a safe environment for students, parents, visitors and staff to minimize the risk of incidents on School premises and within the local community. All staff are responsible for Data Quality. This will vary according to individual job roles in line with School guidance.

Blacon High School is committed to developing an environment that embraces diversity and promotes equality of opportunity; the School is committed to supporting all staff to balance work and other life needs.

### PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>	<p>Degree or equivalent in a relevant subject(s) (minimum of 2:2 or equivalent)</p> <p>Recognised teaching qualification e.g. PGCE in Secondary Education</p> <p>Qualified Teacher Status (QTS) or evidence of working towards</p>	<p>Second degree or post graduate qualification</p> <p>Evidence of continuous professional development</p>
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>Experience of teaching at secondary level</p> <p>Knowledge of the National Curriculum, Secondary strategies and other related educational initiatives</p> <p>An understanding of high quality teaching and effective learning</p> <p>Awareness of the strategies available for improving the learning and achievement of students of all abilities</p> <p>Experience of developing and implementing Schemes of Work</p> <p>Ability to understand and utilise a variety of applications including Microsoft Windows and web based applications.</p> <p>Clear understanding of Safeguarding responsibilities</p> <p>Ability to deliver personal and social education lessons as a tutor to support the mental health and wellbeing of all students.</p>	<p>Experience of teaching at KS3 and KS4</p> <p>Knowledge of Health and Safety Legislation</p> <p>Awareness of the development of new technologies to assist student learning</p>
<b>SKILLS AND ATTRIBUTES</b>	<p>Ability to communicate clearly and concisely, verbally and in writing</p> <p>Ability to establish, maintain and develop effective working relationships with students and colleagues</p> <p>Ability to prioritise and manage own workload</p> <p>Demonstrate enthusiasm and sensitivity while working with others</p>	<p>Demonstrate strong leadership skills within the School environment</p> <p>Hold an awareness of Equality and Diversity within an education environment</p>

	<p>Be creative, flexible and innovative. Be encouraging and supportive in the development of others.</p> <p>Ability to use assertiveness skills and demonstrate resilience in resolving conflict</p> <p>Ability to work under pressure and achieve required performance standards</p>	
<b>PERSONAL QUALITIES</b>	<p>Self-motivated and committed to the students and to the organisation</p> <p>Ability to communicate clearly/have excellent interpersonal skills</p> <p>Ability to promote a culture of high achievement</p> <p>Readiness to reflect on, evaluate and improve practice and to hold self and others to account</p> <p>Be emotionally self-aware and demonstrate a high level of integrity, honesty and fairness</p>	<p>Willingness to support extra-curricular activities for students and explore opportunities for learning outside the classroom</p>