



SOUTH WILTS GRAMMAR SCHOOL

Job Description

Teacher

Responsible to: Head of Department

Professional attributes

- To carry out duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation
- To adhere to the Teacher Standards
- To uphold the academy's principles, ethos and policies
- To have high expectations of students
- To communicate effectively with students, colleagues, parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being
- To evaluate your performance and be committed to improving your practice through appropriate professional development
- To act upon advice and feedback and be open to coaching and mentoring
- Engage with continuing professional development
- To know the current legal requirements, national and local policies and guidance on the safeguarding and promotion of the well-being of children and young people

Professional knowledge and understanding

Knowledge

- To have a secure knowledge and understanding of your subject / curriculum areas and related pedagogy. To know and understand the relevant statutory and non-statutory curricula and frameworks

Assessment and reporting

- To know, understand and implement the assessment requirements and arrangements for the subject / curriculum areas you teach, including those relating to public examinations and qualifications
- To know, understand and implement a range of approaches to assessment, including the importance of formative assessment
- To know, understand and implement how to use local and national statistical information to evaluate the effectiveness of your teaching, to monitor the progress of those you teach
- To know, understand and implement how to use the above in order to provide students with accurate and constructive feedback on their strengths, attainment, progress and areas for development

Teaching and learning

- To teach challenging, motivating and well-organised lessons across the age and ability range in which you teach
- To use an appropriate range of teaching and learning strategies and resources which meet students' differing needs

- To build on the prior knowledge and attainment of those you teach in order that students make good progress
- To know how to make effective personalised provision for those you teach, including those for whom English is an additional language or who have special educational needs or disabilities, students entitled to Pupil Premium and Looked after Children
- To design opportunities for learners to develop their literacy, numeracy and ICT appropriate within their phase and context.
- To embed SMSC opportunities into your lessons
- To establish a purposeful, stimulating and safe learning environment which complies with current legal requirements, national and local policies and guidance on the safeguarding and well-being of students so that they feel secure and sufficiently confident to make an active contribution to their learning
- To promote positive attitudes to learning, developing an ethos where achievements and success are viewed positively and celebrated amongst pupils
- To plan, set and assess homework where appropriate, to sustain students' progress and to extend and consolidate their learning

Behaviour management

- To manage students' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the School's Reward and Sanction policy, so that the behaviour of all students is at least good

Other Professional Responsibilities

- To undertake the role of form tutor, if required to do so, and follow the guidance given by the Head of Year in relation to carrying out this role
- To undertake supervisory duties before school, at break or after school as required
- To attend departmental, pastoral, staff and other school meetings as required
- To contribute positively to the work of the department
- To maintain appropriate standards of professional appearance and conduct
- To maintain the Professional Standards for teachers
- To follow and adhere to the school's appraisal system
- To know when to draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies
- To keep informed about the key priorities identified in the School Development Plan and associated department development plans

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.





Person Specification

Teacher

	Essential	Desirable
General		
• Enthusiasm for the subject and the ability to generate this in others	✓	
• Time management and organisation	✓	
• Creativity and imagination	✓	
• Excellent relationships with students	✓	
• Willingness to learn	✓	
• Effective communication with students, staff and parents	✓	
• Ability to relate to and promote the school ethos	✓	
• Be committed to be able to actively demonstrate safeguarding and promoting the welfare of children	✓	
Professional standards		
• Appropriate degree	✓	
• Qualified teacher status (PGCE Secondary)	✓	
• Up to date knowledge of relevant issues in the teaching of the subject	✓	
• Knowledge of current educational issues		✓
Learning and teaching		
• Effective classroom management with high expectations of students	✓	
• Effective use of ICT in lessons to support learning	✓	
• Effective use of a wide range of learning styles and recognition of individual learning needs	✓	
• Effective use of praise and rewards	✓	
• Effective use of monitoring and the use of target setting to inform teaching and learning	✓	
• Effectively use of assessment for learning to enhance progress and encourage student to take responsibility for their own learning	✓	
Continuing professional development		
• Evidence of participating in relevant and recent CPD	✓	
• Potential and ambition for further career development	✓	
Pastoral		
• Carry out the role of form tutor in line with school policy	✓	
• Work in partnership with the pastoral team and SENCO regarding students in your classes	✓	

