

Chorlton High School

Job Description



POST TITLE: Classroom Teacher Main Scale

STATUS OF THE POST

This is a main scale teaching post within the school's revised structure.

MAIN RESPONSIBILITIES OF THE POST

The post holder is required to fulfil the professional responsibilities which are common to all classroom teachers in the school, as outlined in the current School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

In particular the post holder's key responsibilities will be for improving the standards of learning and raising levels of student achievement for all students in their care.

The post holder is accountable to a nominated Subject Leader, Senior Leader and to the Headteacher.

PROFESSIONAL RESPONSIBILITIES

The post holder will be expected to match the characteristics described in the Professional Standards for Teachers, as appropriate to his/her career stage, and will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

Making an impact on the educational progress of students in your care.

- To promote the general progress and well being of all students reporting concerns to the appropriate staff member
- To provide guidance and advice to students on educational and social matters
- To ensure that students experience an educational programme that is personalised to their particular needs, developing their skills and abilities
- To actively contribute to the review, evaluation and development of effective Programmes of Study, Schemes of Work, teaching materials, methods of teaching and methods of assessment in line with school and national policy
- To actively promote relevant subject related activities to promote students' enthusiasm and interest
- To ensure that lessons are appropriately planned, delivered and reviewed
- To be actively involved in interventions to raise student achievement & attainment across the curriculum area
- To assess, record and report on the development, progress and attainment of students in line with school policy
- To monitor and review student progress against targets, ensuring appropriate follow-up action
- To ensure positive behaviour for learning for all students in line with the school's behaviour management policy
- To work to foster a positive working environment in the curriculum area that supports students' learning
- To provide an effective role model for students in terms of your own professional practice

Leading, developing and enhancing your own teaching practice (or work) and supporting the development of others

- To work collaboratively within the subject team to reflect the whole school vision
- To coordinate and manage the work of other staff as appropriate to your role
- To participate fully in the performance management of yourself and other staff in line with the school policy
- To actively review and evaluate your own performance and quality of teaching
- To identify key professional development needs and to actively undertake appropriate training opportunities to meet these needs
- To actively support the professional development of other colleagues within the school including the induction and assessment of new teachers
- To work collaboratively to improve the quality of teaching and learning through lesson observations and other strategies, sharing judgements with colleagues as appropriate

Taking an active role in the day to day management of the school

- To follow all the whole school and departmental policies and practices
- To attend and participate in all calendared meetings as appropriate to your level of responsibility
- To supervise and teach, in line with agreed policy, any students whose teacher is not available
- To participate fully in arrangements for preparing students for external examinations
- To play an active part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To play a part in the pastoral development of students particularly acting as a form tutor for a group of students
- To take all registers promptly in line with school policies
- To undertake supervision duties before, during and after school in line with the school's duties policy
- To take responsibility for the effective management of resources in your care
- To ensure that all Health & Safety requirements are complied with
- To ensure the environment within the curriculum area is conducive to learning

Other specific responsibilities

- To ensure effective liaison with internal and external support agencies
- To liaise and collaborate with peers in school and in other schools to share, disseminate and develop good practice
- To develop effective liaison with parents/carers informally and through formal home/school communications procedures
- To make an active contribution to the school's ongoing self evaluation process
- To play an active part in the provision of a range of enrichment activities and extra curricular activities across the curriculum area
- To carry out any other reasonable duties as assigned by the Headteacher

This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities.

Chorlton High School
Person Specification
Post Title: Classroom Teacher
(Main Scale)



In order to succeed in this role, a candidate will need:		Evidence
<u>Training / Qualifications / Experience</u> <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) (Or working towards) • A degree or equivalent qualification • A willingness to participate in CPD activities • Experience of working successfully with young people 	T D E D	A A A / I A
<u>Professional Knowledge & Understanding</u> <ul style="list-style-type: none"> • Thorough subject knowledge and understanding of current curriculum developments • To show understanding of and willingness to adopt effective Teaching, Learning & Assessment strategies • To show understanding of the urban educational setting • To be a caring and committed professional who has the highest expectations of all students 	E D D E	A / I / S A / I A / I A / I
<u>Abilities / Skills / Qualities</u> <ul style="list-style-type: none"> • To be a good classroom practitioner • To be able to plan and develop appropriate learning activities • Good communication skills with the ability to develop effective relationships • To be able plan and organise themselves effectively • Good ICT skills • The ability to enthuse, inspire and motivate students • To self-evaluate and set targets for development 	E D E E D E E	S A / I A / I / S A / S A / S I / S A / I
<u>Other Requirements</u> <ul style="list-style-type: none"> • A willingness to be involved in the wider life of the school, including extra curricular activities 	E	A / I

T = Threshold (Minimum requirements), E = Essential, D = Desirable

A = Application, I = Interview, S = Selection Activities (e.g. Lesson Observation)