



PERSONAL GROWTH | ACADEMIC EXCELLENCE

REDDISH VALE HIGH SCHOOL JOB DESCRIPTION

Post Title:	Teacher
Responsible to:	Head of Department
Main purpose of the job	<ul style="list-style-type: none">To teach the relevant subject at Key Stage 3 and 4 in order to maximise learning, progress and achievement for all pupils in the taught classes, under the leadership of the relevant Head of DepartmentActively supporting the vision and values of Reddish Vale High School and South Manchester Learning Trust.

Areas of responsibility and key tasks:

Teaching and Learning

- Teach classes as directed, which follows Department Syllabuses and Schemes of Work, ensuring all lessons are suitably planned to meet the needs of different groups of learners and appropriately resourced
- Ensure teaching is creative, engages and inspires pupils and makes effective use of technology
- Ensure marking and feedback complies with school policy and that there is a strong focus on assessment for learning
- Ensure that all homework is appropriate and recorded on 'Show my Homework'
- Promote a positive climate for learning and behaviour, implementing learning strategies that enable all pupils to be successful

Professional Expectations

- Maximise the progress and achievement of all pupils in subject(s)
- Work with the department to develop schemes of work and resources to enable all pupils to gain access to the curriculum
- Ensure effective teaching strategies are in place within the department
- Work with the department to set targets and plan for improvement, development and enrichment
- Be familiar with and adhere to all school policies, in particular teaching and learning, safeguarding, child protection and professional expectations, being pro-active in ensuring pupil safety
- Meet the national requirements for main scale and (where relevant) post threshold teachers including active participation in the school systems for appraisal/performance management
- Arrive promptly to lessons, accurately take appropriate registers and dismiss pupils at the correct times
- Maintain good order and discipline in and out of the classroom, using rewards/sanctions in line with school policy
- Support the day-to-day management of the school including break and after school supervision
- Take part in liaison and marketing activities including parents evening, open evenings and liaison events with partner school

Pupil progress

- Ensure that classroom strategies are effective in enabling all groups of pupils to make at least expected progress
- Where pupils are underachieving, ensure immediate action is taken which involves the department and SLT as appropriate
- Ensure records of pupils work and achievements are kept securely
- Ensure that assessments are reliable, regular and informs classroom practice
- Respond to requests to submit information about pupil progress to colleagues, ensuring all data provided is accurate and reliable
- Be prepared for parent-teacher meetings, actively securing parental attendance
- Attend and contribute to Department and School meetings/briefing

Form Tutor Responsibilities

- Complete registers accurately
- Monitor attendance and punctuality, including follow-up
- Monitor standards of uniform and personal appearance and address any issues as they arise
- Escort groups to assembly and attend assembly
- Responsible for the co-ordination of reports and other records
- Respond to disciplinary problems as required, referring serious misconduct to the Head of House as appropriate
- Share information from the Head of Year to the tutor group in a prompt manner
- Encourage inter-form competitions and the participation of the tutor group in other school activities
- Be available to meet parents as appropriate
- Curriculum issues:
 - Activities supporting Learning in tutor periods
 - Knowledge of the tutor programme
 - Knowledge of the SEN pupils and their targets
 - Target group members in the tutor group.

Ethos and Values

- Model the principles of Respect, Aspiration, Determination and Independence (RADI)
- Promote the school ethos, values and celebrate the work and achievements of the pupils
- Demonstrate high expectations of pupils and to challenge underachievement
- Have a commitment to professional learning and continuous improvement by taking part in the schools CPD programme, and show responsibility for own self development
- Implement the department and school policies and vision in the classroom

Pastoral

- Support general responsibility for the academic, social, personal and cultural developments of all pupils
- Guide individual pupils in regards to their personal development including their faith, specific phases of educational development and transition, identifying any non-academic matters of concern by providing guidance or liaising with pastoral colleagues as appropriate

Safeguarding

- To be committed to safeguarding and promoting the welfare of pupils, including recording/reporting any concerns promptly and accurately

Health and Safety

- Comply with the schools health and safety policy and legislation

Signed by Post Holder:

Date:

Signed by Headteacher:

Date:

**PERSON SPECIFICATION
TEACHER**

Qualifications and Professional Development	
Qualified Teacher Status	E
Good honours degree in relevant subject	E
Evidence of commitment to own professional development	E
Recent relevant CPD	D
Experience	
Experience of planning and teaching Secondary curriculum	E
Recent successful teaching at KS3 and 4	E
Experience of being a good/outstanding teacher/trainee teacher	E
Experience of using progress data to inform teaching and learning	E
Skills and Knowledge	
Current knowledge and understanding of the curriculum in the relevant subject	E
The ability to create innovative resources and learning opportunities to engage pupils	E
Knowledge of Assessment for Learning and how to use it to engage pupils	E
To be able to effectively use data, assessment and target setting to raise standards and address weaknesses	E
The ability to produce detailed schemes of work and sequential lesson plans	E
To be able to exemplify how the needs of all priority groups have been met through high quality teaching	E
The ability to use strategies to provide access to the curriculum for pupils from a variety of cultural backgrounds, pupils with English as a second language, SEND, Pupil Premium and High Band pupils	E
The ability to form good relationships with colleagues, pupils, parents and other professionals	E
Ability to work part of a team	E
The ability to meet deadlines using effective time management skills	E
Able to demonstrate a proven track record of effective behaviour management strategies	E
Good IT skills	E
Excellent verbal and written communication skills	E
Personal Qualities	
A commitment to continuing personal professional development	E
A commitment to safeguarding and promoting the welfare of young people	E
A commitment to equal opportunities and inclusion by demonstrating an understanding, awareness and empathy for the needs of the pupils at Reddish Vale High School and how these could be met	E
Able to maintain confidential issues within the working environment	E
A willingness to contribute to extra-curricular activities/whole school events	E