



HAILEY HALL SCHOOL

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HAILEY HALL SCHOOL JOB DESCRIPTION:

TEACHER

Date: Feb 2023

Scale: UNQ / MPR / UPR

Responsible to: Subject Lead

MAIN PURPOSE OF THE ROLE:

- Carry out the duties of this post in line with the current *School Teachers' Pay and Conditions Document*, *the Education Act 1997*, *the required standards for Qualified Teachers* and the School's own policies.
- To plan and deliver high quality teaching, learning, assessment and tutorial support to pupils and to develop an inventive approach to subjects taught, so that all pupils are stimulated to accomplish their optimum performance.
- To provide specialist subject expertise to assist other teaching staff, as appropriate.

KEY ACCOUNTABILITIES:

Strategic direction and development

- Model behaviour and be an exemplar of all school policies and procedures, to ensure that customer focus is at the heart of the school and individual behaviour.
- Support the subject lead to use relevant school, local and national data/research to inform targets for the development and further improvement for individuals and groups of pupils.
- Develop plans for subjects taught which identify clear targets, timescales and success criteria for development in line with the School Development Plan.
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

Teaching and Learning

- Use own classroom practice as an example of high quality teaching and learning, being aware of student's capabilities, knowledge and individual needs.
- Ensure continuity and progression in subjects taught by choosing the appropriate sequence of teaching and learning methods aligned to the individual needs of pupils, and by setting clear

learning objectives through an agreed scheme of work, developed in line with the School Development Plan.

- Evaluate progress through the use of appropriate assessment methods, self -evaluation, records and regular analysis of data.
- Identify effective practice and areas for improvement, and take appropriate action to further improve the quality of teaching.
- Develop effective links with parents and carers, creating and implementing ways of actively involving them in the learning process.
- Instigate, develop and maintain links with the local community including educational and other organisations to enrich the learning experience of both the School Community and partner organisations.
- Understand how a range of factors can inhibit pupils' ability to learn, and how best to overcome them by demonstrating an awareness of the physical, social and intellectual development of pupils and how to adapt teaching methods.
- Participate in whole school events, including attending School and Year group assemblies, staff meetings, pastoral meetings and Parent/Carers' meetings as appropriate to discuss the pupil's development and progress

Training and professional development

- Actively plan and contribute to own continuous professional development, and attend and participate in any training or development activities required to assist in undertaking the role and meeting safeguarding and general obligations.
- Enable all teachers to achieve expertise and to incorporate subjects taught into different subjects, through example and by assisting with the provision of high quality CPD

Effective deployment of resources

- Support the Subject Lead to maintain efficient and effective management and organisation of learning and other resources, by developing or identifying new resources including ICT applications
- Ensure that all resources are used to their full potential, are maintained and stored appropriately and that general housekeeping exhibits the highest possible standards and expectations for all.
- Help to create and maintain a stimulating learning environment for teaching and learning.

Form Tutor

- To undertake the role and responsibilities of Form Tutor on a daily basis which include:
 - Developing awareness of the strengths and needs of each student and undertaking regular reviews with each student, providing advice as necessary on strategies to develop key skills and achieve targets in all subjects.
 - Monitoring and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, discipline and acceptable standards of conduct and appearance.
 - Input into the development and implementation of pupils' IEPs, IBPs, PSPs and CPs, setting SMART targets to enable the greatest possible opportunities for success.
 - Promote and encourage pupil ownership of the target setting process and assist them with self-monitoring and recording.
 - Promoting high standards of behaviour and attitudes to work within the group.
 - Communicating effectively with staff and parents to achieve the targets set for the pupils.

Statutory accountability

- To be responsible for own health and safety in accordance with the Health and Safety at Work Act 1974 and relevant EC directives and to report Health and Safety issues as they arise in the school

- To promote the safety and wellbeing of pupils, ensuring that the school's Child Protection and Safeguarding policies and procedures are adhered to and promoted within the School
- To adhere to the School's Equality policy in all activities, and actively promote inclusion and equality of opportunity