



QUEENS' SCHOOL

Dare to be Great

Subject Teacher

Job Description

Post title:	Teacher
Reporting to:	Head of Department
Purpose:	The role is to deliver high quality teaching and learning so that all students achieve as an individual and makes progress with appropriate support, motivation, care and guidance.
Main Responsibilities:	The expectation of a teacher at Queens' are included in the DfE School Teachers Pay and Condition of Employment.
Grade:	MPS/UPS
All teaching staff must:	

Uphold public trust in the profession by maintaining high standards of ethics and behaviour, within and outside school by:

- observing high standards of personal and professional behaviour
- understanding and always acting within, the statutory frameworks which set out their professional duties and responsibilities
- being a positive role model
- maintaining high standards in their own attendance and punctuality
- proper and professional regard for the ethos, policies and practices of the school
- understanding and acting within school policies and guidelines, including the School's Code of Conduct and ICT policy
- having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.
- treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position. having regard to safeguard student's well-being, in accordance with statutory provisions and health and safety
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

Set high expectations which inspire, motivate and challenge students by:

- establishing a safe and stimulating environment for students rooted in mutual respect
- setting goals that stretch and challenge students of all backgrounds, abilities and dispositions
- demonstrating consistently the positive attitudes, values and behaviour which are expected of students
- maintaining a well-managed classroom

Promote good progress and outcomes by students by:

- being accountable for student's attainment, progress and outcomes
- being aware of student's capabilities and their prior knowledge and plan teaching to build on these
- guiding students to reflect on the progress they have made and their emerging needs
- demonstrating knowledge and understanding of how students learn and how this impacts on teaching
- encouraging students to take a responsible and conscientious attitude to their own work and study
- providing in their lessons appropriate and timely intervention to enable all students to make good progress

Demonstrate good subject and curriculum knowledge by:

- planning and preparing courses and lessons
- teaching according to the educational needs of students, including the setting and marking of work to be carried out by the student in the school and elsewhere
- assessing, recording and reporting on the development, progress and attainment of students.
- fostering and maintaining students' interest in the subject and addressing misunderstandings
- demonstrating a critical understanding of developments in the subject and curriculum areas and promoting the value of scholarship
- demonstrating an understanding of and taking responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

Plan and teach well-structured lessons by:

- imparting knowledge and developing understanding through effective use of lesson time
- promoting a love of learning and students' intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired in a regular and systematic way, providing feedback
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum with the relevant subject area(s)

Adapt teaching to respond to the strengths and needs of all students by:

- knowing when and how to differentiate appropriately, using approaches which enable students to learn
- by having a secure understanding of how a range of factors can inhibit student's ability to learn, and how best to overcome them
- by demonstrating an awareness of the physical, social and intellectual development of students and know how to adapt teaching to support student's education at different stages of development

- having a clear understanding of the needs of all students, including those with special educational needs

Make accurate and productive use of assessment by:

- knowing and understanding how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- making use of formative and summative assessment to secure students' progress
- using relevant data to monitor progress, set targets and plan subsequent lessons
- giving students regular feedback, both orally and through accurate marking and encourage students to respond to the feedback
- participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations; recording and reporting such assessment and participation in arrangements for students' presentation for examination

Manage behaviour effectively to ensure a good and safe learning environment by:

- having clear rules and routines for behaviour in classrooms and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- having high expectations of behaviour and establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintaining good relationships with students and exercising appropriate authority
- managing classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them

Fulfil wider professional responsibilities by:

- making a positive contribution to the wider life and ethos of the school by promoting and supporting students involved in extra-curricular activities, e.g. clubs, trips/visits
- developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploying support staff effectively
- taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicating effectively with parents with regard to students' achievements and well-being
- participating in meetings as appropriate e.g. tutor meetings, staff meetings, Parents' Evenings
- attending whole school events e.g. Presentation Evening
- attending assemblies, registering the attendance and supervising students
- providing cover for absent colleagues as appropriate
- contributing to the tutoring programme as required

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Staff Disciplinary Procedure.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

- Queens' School is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Training and Development

- The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Please Note that:

All teacher must carry out the duties of a schoolteacher as set out in the Schoolteacher's Pay and Conditions Document

Please read fully and sign your acceptance of your job description. The signed job description should be returned to the school along with your acceptance of the post.

I have read, understood and accept the above job description.

Signed _____

Full Name _____

Job Title _____

Date _____