



Highclare School

Job Description: SENIOR SCHOOL (KS3, 4 & 5) TEACHER

Line Manager – Head of Department (MFL)

Teaching Duties

1. To contribute to the teaching of the Department, including:
 - a. Differentiating between the individual needs of all the pupils including pupils with IEP / EHC plans
 - b. Ensuring that pupils are provided with opportunities to manage their own learning and become independent learners
 - c. Providing a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline
 - d. Fostering self-image and esteem based on mutual respect
2. To contribute to the learning culture within the subject area by identifying, sharing and deploying good and effective practice
3. To ensure that the development of literacy, numeracy and citizenship is established in lesson planning and delivery as appropriate
4. To participate in the development of appropriate specification, materials and schemes of work.
5. To set homework according to homework timetable, mark work regularly, provide effective feedback and record results.
6. To carry out appropriate formative and summative assessment
7. To meet all requirements for GCSE and A Level with respect to non-examination assessment
8. To attend relevant courses to keep abreast of curriculum and other developments
9. To incorporate the use of ICT to enhance the delivery of the curriculum.
10. To support the target-setting and review process, reinforcing targets, monitoring progress, identifying, encouraging and rewarding success.

General Duties

1. To contribute to the pastoral care of all pupils and support their spiritual, social and moral development
2. To attend staff professional learning and development (PLD) events as required
4. To read Staff Handbook and follow general directions.
5. To carry out supervision and cover duties in accordance with published rotas.
6. To attend meetings, e.g. staff meetings, parents' evenings, open days, etc. as directed by the Head or Head of Department.
7. To participate in Professional Review procedure.
8. To contribute to the school's enrichment programme inc. extra-curricular activities
9. To be familiar with the Health and Safety Policy and be responsible for the safety of pupils in your care.
10. To assist other members of the Department in creating display work and keeping check of departmental resources, ensuring departmental rooms are kept in good order.
11. To support priorities identified in the School Development Plan

This list is intended to be as comprehensive as possible, but is not exhaustive.

Form Teacher responsibilities

1. General responsibility for supervision and welfare of form (details in Staff Handbook).
2. To adhere to the school's procedures to register and code accurately all attendance and absence.
3. To organise appropriate activities for weekly form period.
4. To proofread subject reports, write form-teacher comments and co-ordinate distribution of reports.
5. To liaise with Personal Tutors as necessary.
6. To keep all records up to date.
7. To participate in the pastoral and academic referral systems.
8. To attend Form Teacher meetings as required.

This list is intended to be as comprehensive as possible, but is not exhaustive.

Personal Tutor Responsibility

1. To take tutorial responsibility for small group of pupils.
2. To lead group tutorials and individual tutorials as directed by Key Stage coordinators.
3. To see each pupil with his / her reports when they are issued and discuss issues arising.
4. To be available to help, encourage and advise when the need arises.

This list is intended to be as comprehensive as possible, but is not exhaustive.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
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Qualifications

Good honours degree or equivalent in relevant field	✓		Application
PGCE or equivalent teaching qualification and QTS		✓	Application
Willingness to undergo an Enhanced DBS	✓		Application

Professional development, skills, experience and knowledge

High quality teaching leading to excellent student outcomes	✓		Application / Interview / Observation
Experience teaching Spanish at KS3, GCSE and A-Level.	✓		Application / Observation
Experience teaching a second language in KS3 or to GCSE (ideally French)		✓	Application / Observation
Track record of achieving strong results at GCSE/A level, including both achievement and progress measures	✓		Application / Interview
Experience of using assessment data to create positive, impactful interventions for students	✓		Application / Interview / Observation
Understanding of and commitment to inclusive learning and equal opportunities / diversity	✓		Application / Interview / Observation
Excellent IT skills to promote effective learning both inside and outside the classroom	✓		Application / interview / Observation
An understanding and ability to implement a range of teaching methodologies including assessment for learning techniques		✓	Application / Interview / Observation
Ability to support the development of literacy and numeracy in young people	✓		Observation
Experience working with small groups/individuals to improve academic outcomes		✓	Application / Interview
Experience working with gifted/talented students to achieve at the very highest levels		✓	Application / Interview
Ability to reflect on own performance and a desire to continually improve the learning experience of young people	✓		Application / Interview

Personal skills and attitudes

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
An enjoyment of working with young people and an empathy for their needs and concerns	✓		Application / Interview / Observation
Ability to work both on your own initiative and as part of a team	✓		Application / Interview
Commitment to on-going professional learning and development	✓		Application / Interview
Excellent interpersonal and communication skills	✓		Application / Interview / Observation
Resilience, determination and a sense of humour	✓		Application / Interview
Commitment to professionalism, objectivity, teamwork and collaboration	✓		Application / Interview
Ability to contribute to the School's wide extra-curricular and pastoral programmes.	✓		Application / Interview
Must accept and actively support the School values including equality and diversity	✓		Interview / Observation
Enthusiasm and passion for learning and ability to inspire others	✓		Interview / Observation
Flexibility of working patterns to promote tailored support for young people	✓		Application / Interview

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Highclare School has its own salary scales which track, but do not mirror national teaching scales, and a private, contributory pension scheme. The starting salary will be commensurate with the experience and qualifications of the appointed candidate. All staff at Highclare School qualify for fee reduction for their children.