HIGHGATE WOOD SCHOOL

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range 11 – 18

JOB DESCRIPTION

Name:

Title of Post: **Religion, Ethics and Philosophy Teacher**

Salary Grade: Main Pay Scale (Inner London Scale)

Accountable to: Head of Department, Line Manager to the Department and Headteacher

A. PLANNING, TEACHING AND CLASS MANAGEMENT:
Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by:
• Teaching their subject across the age and ability range.
• Identifying clear teaching objectives and specifying how they will be taught and assessed;
• Setting tasks which challenge pupils and ensure high levels of interest;
• Setting appropriate and demanding expectations;
• Setting clear targets, building on prior attainment;
• Identifying SEN or very able pupils;
• Providing clear structures for lessons, maintaining pace, motivation and challenge;
• Making effective use of assessment and ensuring coverage of the programmes of study;
• Ensuring effective teaching and best use of available time;
• Using ICT to advance learning
• Monitoring and intervening to ensure sound learning and discipline;

• Using a variety of teaching methods to:
  ○ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  ○ question effectively, listen carefully to pupils, give attention to errors and misconceptions;
  ○ select appropriate learning resources and develop study skills through library, I.C.T. and other sources;

• Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and
• Evaluating their own teaching critically to improve effectiveness
• Participating in appropriate INSET/Professional Development
• Contributing to the development of teaching and learning materials eg schemes of work, for their subject area.
• Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
• Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
• Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning; and
• Managing parents and other adults in the classroom.

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B. MONITORING, ASSESSMENT, RECORDING, REPORTING
Class teachers monitor, assess and report the progress of the pupils allocated to them by:
• Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;
• Marking and monitoring pupils' work and setting learning targets for their progress;
• Assessing and recording pupils' progress systematically; keeping records to check that work is understood and completed; monitoring strengths and weaknesses to inform planning and recognising the level at which a pupil is achieving; and
• Preparing and presenting informative reports to parents.

OTHER PROFESSIONAL REQUIREMENTS
Class teachers
• Have a working knowledge of teachers' professional duties and legal liabilities e.g. equal opportunities
• Operate at all times within the stated policies and practices of the school;
• Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
• Endeavour to give every child the opportunity to reach their potential, to meet high expectations and reach the five outcomes of The Children Act: - staying safe - being healthy - enjoying and achieving - making a positive contribution - able to attain economic well being
• Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
• Take responsibility for their own professional development and duties in relation to school policies and practices;
• Act as form tutors and participate actively in year group activities
• Liaise effectively with parents and governors.
• Accept any reasonable additional responsibilities which might from time to time be determined.