

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:

Teacher

Salary Grade:

Main Pay Scale (MPS)

Accountable to:

Head of Department, Deputy Head and Headteacher

A. PLANNING, TEACHING AND CLASS MANAGEMENT:
Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by:
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.

B. MONITORING, ASSESSMENT, RECORDING, REPORTING
Class teachers monitor, assess and report the progress of the pupils allocated to them by:
<ul style="list-style-type: none"> Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;
<ul style="list-style-type: none"> Marking and monitoring pupils' work and setting learning targets for their progress;
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Preparing and presenting informative reports to parents.

OTHER PROFESSIONAL REQUIREMENTS
Class teachers
<ul style="list-style-type: none"> Have a working knowledge of teachers' professional duties and legal liabilities e.g. equal opportunities
<ul style="list-style-type: none"> Operate at all times within the stated policies and practices of the school;
<ul style="list-style-type: none"> Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
<ul style="list-style-type: none"> Endeavour to give every child the opportunity to reach their potential, to meet high expectations and reach the five outcomes of The Children Act: <ul style="list-style-type: none"> - staying safe - being healthy - enjoying and achieving - making a positive contribution - able to attain economic well being
<ul style="list-style-type: none"> 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;
<ul style="list-style-type: none"> Take responsibility for their own professional development and duties in relation to school policies and practices;
<ul style="list-style-type: none"> Act as form tutors and participate actively in year group activities
<ul style="list-style-type: none"> Liaise effectively with parents and governors; and
<ul style="list-style-type: none"> Accept any reasonable additional responsibilities which might from time to time be determined.