

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: Social Sciences 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:
<ul style="list-style-type: none"> Teaching their subject across the age and ability range.
<ul style="list-style-type: none"> Identifying clear teaching objectives and specifying how they will be taught and assessed;
<ul style="list-style-type: none"> Setting tasks which challenge pupils and ensure high levels of interest;
<ul style="list-style-type: none"> Setting appropriate and demanding expectations;
<ul style="list-style-type: none"> Setting clear targets, building on prior attainment;
<ul style="list-style-type: none"> Identifying SEN or very able pupils;
<ul style="list-style-type: none"> Providing clear structures for lessons, maintaining pace, motivation and challenge;
<ul style="list-style-type: none"> Making effective use of assessment and ensuring coverage of the programmes of study;
<ul style="list-style-type: none"> Ensuring effective teaching and best use of available time;
<ul style="list-style-type: none"> Using ICT to advance learning
<ul style="list-style-type: none"> Monitoring and intervening to ensure sound learning and discipline;
<ul style="list-style-type: none"> 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;
<ul style="list-style-type: none"> Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and
<ul style="list-style-type: none"> Evaluating their own teaching critically to improve effectiveness
<ul style="list-style-type: none"> Participating in appropriate INSET/Professional Development
<ul style="list-style-type: none"> Contributing to the development of teaching and learning materials eg schemes of work, for their subject area.
<ul style="list-style-type: none"> 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;
<ul style="list-style-type: none"> Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
<ul style="list-style-type: none"> Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning; and

<ul style="list-style-type: none"> 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.