

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 of PHSE**

**Salary Grade:**

Main Pay Scale (Inner London Scale)

**Accountable to:**

Head of Department, Line Manager to the Department and Headteacher

<b>A. PLANNING, TEACHING AND CLASS MANAGEMENT:</b>	
Class teachers teach allocated pupils by planning their teaching to achieve progression in learning by:	
<ul style="list-style-type: none"> <li>Teaching their subject across the age and ability range.</li> </ul>	
<ul style="list-style-type: none"> <li>Identifying clear teaching objectives and specifying how they will be taught and assessed;</li> </ul>	
<ul style="list-style-type: none"> <li>Setting tasks which challenge pupils and ensure high levels of interest;</li> </ul>	
<ul style="list-style-type: none"> <li>Setting appropriate and demanding expectations for all students;</li> </ul>	
<ul style="list-style-type: none"> <li>Setting clear targets, building on prior attainment;</li> </ul>	
<ul style="list-style-type: none"> <li>Adapt teaching to meet the needs of all students including those with SEND or very able pupils.</li> </ul>	
<ul style="list-style-type: none"> <li>Providing clear structures for lessons, maintaining pace, motivation and challenge;</li> </ul>	
<ul style="list-style-type: none"> <li>Making effective use of assessment and ensuring coverage of the programmes of study;</li> </ul>	
<ul style="list-style-type: none"> <li>Ensuring effective teaching and best use of available time;</li> </ul>	
<ul style="list-style-type: none"> <li>Using ICT to advance learning</li> </ul>	
<ul style="list-style-type: none"> <li>Monitoring and intervening to ensure sound learning and discipline;</li> </ul>	
<ul style="list-style-type: none"> <li>Using high quality teaching strategies, such as Rosenshein's Principals to:                             <ul style="list-style-type: none"> <li>match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.</li> <li>ensure students are learning throughout the lesson</li> <li>question effectively, and use formative feedback to address student misconceptions</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and</li> </ul>	
<ul style="list-style-type: none"> <li>Evaluating their own teaching critically to improve effectiveness</li> </ul>	
<ul style="list-style-type: none"> <li>Actively participate in Continual Professional Development to develop your practice.</li> </ul>	
<ul style="list-style-type: none"> <li>Contributing to the development of teaching and learning materials and the curriculum development eg schemes of work, for their subject area.</li> </ul>	
<ul style="list-style-type: none"> <li>Taking account of pupils' needs by adapting teaching and providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;</li> </ul>	
<ul style="list-style-type: none"> <li>Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;</li> </ul>	

**B. MONITORING, ASSESSMENT, RECORDING, REPORTING**

Class teachers monitor, assess and report the progress of the pupils allocated to them by:

- Using ongoing formative assessment throughout the lesson to assess how well learning objectives have been achieved and to adapt teaching accordingly;
- Marking and giving students feedback on their 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;
- Preparing and presenting reports to parents and updates on student progress

**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 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.