

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:** MPS/UPS (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> <li>Identifying clear teaching objectives and specifying how they will be taught and assessed;</li> <li>Setting tasks which challenge pupils and ensure high levels of interest;</li> <li>Setting appropriate and demanding expectations;</li> <li>Setting clear targets, building on prior attainment;</li> <li>Identifying SEN or very able pupils;</li> <li>Providing clear structures for lessons, maintaining pace, motivation and challenge;</li> <li>Making effective use of assessment and ensuring coverage of the programmes of study;</li> <li>Ensuring effective teaching and best use of available time;</li> <li>Using ICT to advance learning</li> <li>Monitoring and intervening to ensure sound learning and discipline;</li> <li>Using a variety of teaching methods 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>question effectively, listen carefully to pupils, give attention to errors and misconceptions;</li> <li>select appropriate learning resources and develop study skills through library, I.C.T. and other sources;</li> </ul> </li> <li>Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and</li> <li>Evaluating their own teaching critically to improve effectiveness</li> <li>Participating in appropriate INSET/Professional Development</li> <li>Contributing to the development of teaching and learning materials eg schemes of work, for their subject area.</li> <li>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;</li> <li>Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;</li> <li>Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning; and</li> </ul>

- 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:

- 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; and
- Accept any reasonable additional responsibilities which might from time to time be determined.