



DROITWICH SPA HIGH SCHOOL AND SIXTH FORM CENTRE

Classroom Teacher Generic Job Description

THE ROLE

Teaching

Learning and teaching are the core activities of the school. In working to support the school aims, all teaching should recognise the differences of individuals and respond to students' varying needs. This demands the highest standards of professionalism throughout. Effective teaching will be based on effective student teacher relationships and enthusiasm for subject learning.

As a rule of thumb, the maximum teaching contact for a subject teacher with no remunerated management responsibility is 22/25 lessons.

Tutoring

The school's approach to tutoring and pastoral care reflects the importance of the tutor in the student's time in the school. The tutor is a central figure in helping students make the most of their learning across the whole curriculum. It follows that continuity, quality and status of tutoring are vital and are a central part of the school's work. Almost all staff are members of a tutor team and are expected to make significant input to that team and the tutor for Learning Programme [T4L]

Professional Development and Training

The school is committed to the training and development of all its employees. We are very proud of our work in this area and are committed to continual improvement in all aspects of our work.

KEY RESPONSIBILITIES

- To teach across the whole age and ability range
- To contribute to the development of the school by promoting high standards of achievement in students and high quality learning and teaching
- To support curriculum planning and development in the subject/s taught
- To make constructive use of ICT/e-learning in the classroom to enhance learning and teaching
- To promote a range of appropriate teaching approaches and assist in the development of suitable learning and teaching resources
- To encourage high standards of conduct and behaviour in students

- To assist the Head of Department in informing parents, teachers and governors of the work of the department and the progress of students
- To ensure that all aspects of Health and Safety are implemented together with LA and school guidelines for safety
- To implement departmental and school policies for assessment, recording and reporting, marking and extended learning
- To attend regular meetings and parents' evenings as set out in the annually published school calendar
- To work as a tutor within the school's Year Team structure, reporting to the Head of Year and Assistant Head of Year
- Within the context of the school's Performance Management Policy to annually set and agree targets with a Reviewer

Please note

1. The above responsibilities are subject to the general duties and responsibilities contained in the current statutory School Teachers' Pay and Conditions document.
2. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must have regard to the School Teachers' Pay and Conditions document.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. To comply with the requirements of the Health and Safety at Work regulations. To take reasonable care of the Health and Safety of him/herself and for others affected by his/her work and to co-operate with the employer in ensuring the Health and Safety responsibilities are carried out.
5. The school is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.
6. Reasonable adjustment will be considered as required by the Equality Act.
7. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equality Opportunities Policy.
8. This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service

Headteacher

Safeguarding Children

- We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:
- 1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.);
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
- 2. We only accept applications completed on the Droitwich Spa High School and Sixth Form Centre application form with a covering letter. Please do not send CVs or open testimonials.
- 3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
- 4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
- 5. When seeking references, we will request information about your suitability to work with children.
- 6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.