



## CLASSROOM TEACHER

### JOB DESCRIPTION

**Responsible to:** Head of the Faculty (Teacher) / Head of Year (Form Tutor).

**Responsible for:** The provision of a full and rich learning experience and support for students.

**Location:** Didcot Girls School

**Payscale:** MPS/UPS

#### Job Purpose:

- To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability.
- To fulfil the expectations of the Teacher Standards in the context of being a teacher as part of a Subject/Faculty team and as a Form Tutor as part of a Year team.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher and as a Form Tutor including Ethos and Leadership.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

#### **Principal Responsibilities**

To meet all requirements as appropriate to the Teacher Standards which are exemplified by the responsibilities listed below:

#### **Teaching & Learning**

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.



- To ensure that Literacy and Numeracy and ICT are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### **Operational/Strategic planning & Quality Assurance**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty.
- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Faculty Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and students.
- To contribute to the Curriculum Area/Department's development plan and implementation.
- To plan and prepare courses and lessons.
- To contribute to educational enhancement activities.
- To contribute to the Faculty Area Development Plan and the whole school's Development Planning.
- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the faculty/subject area in line with school procedures.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **Curriculum Provision and Development**

- To assist the Faculty Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining/awarding bodies and our Aims and Strategic Objectives.

### **Staff Development, Recruitment & Wellbeing**

- To take part in the school's CPD programme.
- To continue personal development including subject knowledge and teaching methods.
- To engage actively in the Performance Management review process.



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- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Communications**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies for communications in the school, including whole staff briefings and faculty briefings.
- To take part in marketing and liaison activities such as Open Evenings, Parent Evenings, liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Care, Guidance and Support**

- To be a Form Tutor to an assigned group of students and to contribute to Tutor Time and other tutor-based curriculum activities.
- To promote the general progress and well-being of individual students and of the Tutor Group.
- To liaise with a Year Leader to ensure implementation of the Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of tutees and keep up-to-date student records.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Policy (Standard Operating Procedures) so that effective learning can take place.
- To follow the school's procedures for safeguarding, as outlined within the Safeguarding Policy.

### **General Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, specifically for the year 2010/11, or any subsequent legislation.



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## Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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**Headteacher:** Ms Georgina Littler



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## PERSON SPECIFICATION

Criteria	Essential	Desirable	How Assessed
<b>Experience</b>	<ul style="list-style-type: none"> <li>Classroom Teaching at 2 or 3 Key Stages</li> </ul>	<ul style="list-style-type: none"> <li>6<sup>th</sup> Form Teaching</li> </ul>	Application form and references
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Knowledge of effective teaching &amp; learning styles and types of assessment</li> <li>Excellent subject knowledge</li> <li>Good ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use and understand assessment data.</li> <li>Familiarity with AFL</li> </ul>	Interview, Application form, sample lesson
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>A passion for your subject</li> <li>Commitment to raising standards of achievement</li> <li>Commitment to CPD</li> <li>Willingness to learn, work collaboratively, and commitment to own professional development</li> <li>High expectations of all pupils</li> <li>Ability to create an effective learning environment for all students</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of successful lesson planning and delivery</li> <li>Evidence of successful improvement in outcomes</li> </ul>	Sample lesson, application Form
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Ability to establish good working relationships with colleagues and students</li> <li>Ability to work in a team</li> <li>Good time management</li> <li>Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of innovative practice</li> </ul>	Evidence of innovative practice
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Strong moral purpose</li> <li>Growth mindset and lots of resilience</li> <li>Flexibility</li> <li>Commitment to excellence</li> <li>Forward thinking</li> </ul>	<ul style="list-style-type: none"> <li>Potential for promotion</li> </ul>	Interview and sample lesson



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## PSYCHOLOGY TEACHER

**Start Date: September 2024**

**Closing Date: Friday 22<sup>nd</sup> March 2024**

*(early applications are encouraged and will be considered on receipt)*

**Contract: Full time, fixed term 1-year maternity cover**

**Salary: MPS/UPS**

We are looking for a forward thinking, ambitious and energetic teacher of Psychology to join our dynamic team from September 2024 for one year to cover maternity leave.

### About the Post

You will join a team of committed and enthusiastic teachers with a very positive mentality; if you share our growth mindset approach to both learning and life then we would love to hear from you!

We are looking for someone with a genuine and infectious passion for their subject, who will enthuse and engage the students they teach; someone with high expectations for all students whatever their prior attainment.

The post is suitable for candidates who are able to teach Psychology at GCSE and A Level. Sixth form classes may be held at Didcot Girls' School or our partner senior school in Didcot; St Birinus School. Further details about Didcot Sixth form can be found [here](#)

We welcome applications from experienced teachers as well as those new to the profession and currently in training.

### The Psychology Department

The Psychology Department is led by a dynamic, talented and supportive Head of Department.

### Outcomes

Results at all levels are very strong. Last year, Year 11 students significantly outperformed national averages: 7-9 (44% in 2023) and 9 - 4 (81% in 2023). Disadvantaged students perform just as well as non-disadvantaged students in Psychology and we are very proud of this achievement. A Level



Psychology is very popular with strong results each year with around 82% of students achieving A\*-B grades. Many students continue to study Psychology at university.

### Accommodation

There are two dedicated Psychology classrooms with projectors and whiteboards. In addition, there is an office and kitchen facilities that are shared with Computer Science.

### Curriculum

GCSE Psychology begins in Year 9 with students following the new Edexcel GCSE Specification. Psychology is very popular at Key Stage 4, with four classes in most year groups.

Psychology A Level is also a popular option in the Sixth Form, with two classes in each year group; we offer the AQA Specification.

### Extra-Curricular Activities

We have many enrichment opportunities for our students including trips to Psychology conferences, opportunities to take part in research, Psychology peer mentoring and externally run competitions.

We are looking for a highly motivated, enthusiastic teacher to join our department.

### The School

Didcot Girls' School is a dynamic school. In November 2022, the school was judged as continuing to be Outstanding. As Ofsted recognised, we invest in all of our staff:

**'Leaders support staff very well. They have established a collaborative and respectful working environment. With the trust, they provide highly valued training and leadership programmes.**

**Staff are exceptionally proud to work at the school'.**

Ofsted also noted the high standards within the school and commented that:

**'Pupils' behaviour is exemplary'**

We are a values-driven school, committed to high quality teaching and learning and respectful relationships within an inclusive learning community. Developing stimulating and student-centred teaching and learning is at the centre of our school development work. We work hard to ensure that all girls' education enables our students to develop confidence, leadership skills and high levels of aspiration.

We are committed to continuous professional development and have wide-ranging training and development opportunities. We are also mindful of the competing demands people face in their lives and make every effort to accommodate flexible working.



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Summer 2023 GCSE results were superb with 85% of all students achieving 4+ in English and Maths, and 71% doing the same at 5+. Results at A level in the mixed sixth form shared with our partner school, St Birinus School, are also extremely strong with 34% of grades awarded as A\* or A and 66% achieving Grades A\*-B. These results place us as one of the highest performing schools in the county. Didcot Girls' School has also been named as one of the top ten comprehensive schools in south-east England by the Sunday Times Parent Power performance table for 2023-24.

### **About RET**

Our mission is to create excellence through high quality education for three-to nineteen-year-olds with powerful collaboration at its heart. We believe that school improvement is most successful when underpinned by deep collaboration at all levels so that best practice is shared. High levels of professional trust sustain a healthy balance of support and challenge which in turn drive a culture of creativity and innovation. We value our people and take seriously our responsibility to support their wellbeing.

Our [RET Staff Charter](#) summarises the commitment we make to all staff who join and work at Ridgeway Education Trust.

Applications are to be made by My New Term. Please use [this link](#) to apply: *Early applications are encouraged and will be considered on receipt.*

We encourage visits to our school in advance of applications; please do not hesitate to get in touch if you would like a conversation and/or tour of the school by contacting Miss Frances Adley, PA to the Headteacher, via email [fadley@didcotgirls.oxon.sch.uk](mailto:fadley@didcotgirls.oxon.sch.uk) or by calling 01235 812092.

If you would like further information regarding the Department please either view our website [www.didcotgirls.oxon.sch.uk](http://www.didcotgirls.oxon.sch.uk) or contact, Mrs Freya Ralph, Head of Psychology, by emailing [fralph@didcotgirls.oxon.sch.uk](mailto:fralph@didcotgirls.oxon.sch.uk)

Didcot Girls School is committed to safeguarding and promoting the welfare of children and expects staff working in all its schools to share this commitment.

The successful applicant will be subject to an enhanced DBS check along with standard pre-employment safeguarding checks.

Please be aware that you will be required to bring your original qualification certificate(s), proof of residence and photographic ID to interview.

Didcot Girls School is an equal opportunities employer ( [School Policies - Didcot Girls' School](#) ).



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