

JOB DESCRIPTION

Employment Details

Job Title	Class Teacher (Secondary)
Reports to	Head of Department
Salary Band	MPS - UPS (as advertised)

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

- To deliver the curriculum to students across KS3/4/5.
- To help to ensure that all students in KS3/4/5 are able to learn and achieve to the best of their ability.
- To maintain the positive ethos and core values of the school, both inside and outside the classroom.
- To support initiatives decided by the Principal and staff.
- To plan appropriately to meet the needs of all students, through differentiation of tasks.
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all students.
- To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.

Responsibilities

Pastoral Care

- To help promote and safeguard the welfare of all children.
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
- Ensure that a high standard of care and good order for all children is maintained.

Communication and Community Links

- To fully support the life and work of the school.
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors.
- To ensure that parents and students are well informed about the KS3/4/5 curriculum, attainment and progress and are able to understand and contribute to targets for improvement.
- To participate in meetings which relate to the school's management, curriculum, administration or organisation.

Additional Duties and Responsibilities

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.
- Report any safeguarding issues encountered to your DSL/Safeguarding Officer or Principal in accordance with policies.

Culture

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> Assessed as a good or outstanding teacher Relevant specialist qualifications and experience in your subject specialism Evidence of continuing professional development 	<ul style="list-style-type: none"> Qualified Teacher Status

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Thorough knowledge and understanding of the curriculum requirements and developments within your subject specialism Secure knowledge and understanding of a range of assessment for learning strategies Secure knowledge and understanding of how to make effective personalised provision for all students, including those for whom English is an additional language and students who have special educational needs 	<ul style="list-style-type: none"> Evidence of commitment to the principles and policies of equal opportunities

Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Ability to use assessment to raise standards of achievement Ability to teach any of the noted KS3, KS4, KS5 classes Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners 	<ul style="list-style-type: none"> Ability to design opportunities for learners to develop their thinking and learning skills within your subject area

Personal Traits

The successful candidate will have:

- Good communication skills