



The Mandeville School Classroom Teacher

Job Description – Classroom Teacher

School Name	The Mandeville School
Job Title	Classroom Teacher
Reports To:	Subject Leader
Salary Range:	Teacher Main Scale/Teacher Upper Scale

Role Summary:

The classroom teacher is responsible for the delivery of learning in accordance with the requisite schemes of work and programmes of study alongside the school's wider curriculum, following school procedures, policies and national guidelines. There is an expectation that physical education teachers will participate fully in the school's fixture and extra-curricular programme.

Main Duties and Responsibilities:

Teaching and Assessment:

- to prepare, set and teach meaningful and engaging work in accordance with the aims and objectives of the department and as specified by the subject's syllabus and schemes of work
- to plan for the development of the six R's and Mandeville learning habits
- to mark students' work, monitor and record progress in accordance with school policy
- to follow the procedures for data input at assessment check points (AP1 – 3)
- to be specifically responsible for such departmental matters which may arise from time to time within the framework of the National Curriculum
- to promote high standards of learning and achievement within the classroom
- to ensure regular and meaningful independent learning is set and marked regularly, in line with school and departmental policies
- to ensure tasks are differentiated appropriately for classes taught in accordance with school and department policy
- to encourage high expectations and promote critical thinking among students
- to follow the system devised by the Subject Leader for keeping control over text books and materials
- to use ICT facilities whenever this will enhance teaching and ensure students take care of the equipment
- to efficiently manage the rooms taught in, laboratories, sports facilities etc.
- to ensure classroom management is conducive to student learning
- to take a register of the class at the beginning of each lesson



The Mandeville School

Classroom Teacher

Wider Professional Duties:

- to work closely with colleagues in fostering strong links with feeder schools and the local community
- to ensure an effective dialogue with parents in accordance with school policies
- to participate in the work of appropriate working parties or task groups when required such as a School Improvement Group
- to take part in Inset Days, staff development and fully engage with the school's Performance Management processes
- to make positive contribution to the Mandeville staff team, as a whole
- to maintain high personal standards, as a teacher and member of a team
- to make a positive contribution to the Mandeville staff team, as a whole
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors

As a Tutor, it is expected that teachers will exercise the following pastoral duties:

- establish and maintain positive links between home and school making contact as appropriate with parents in liaison with the Subject and/or Year Leader
- liaise on a regular basis with the appropriate Year Leader or Senior Leadership Team member to ensure all parties are fully informed of relevant developments of a pastoral nature
- attend and contribute to all relevant meetings and briefings
- plan, prepare and deliver meaningful tutor time activities in accordance with Year Leader and year group procedures.
- encourage the active participation of students in assemblies and extra-curricular activities.
- ensure classrooms are respected by the students and are neat and tidy at the end of any session.

Furthermore, all staff at The Mandeville School are expected to:

- adhere to and follow the school's 'non-negotiables' 1. and 2.
- adhere to policies and operational requirements as set out in the school's Staff Handbooks 1. and 2.
- work towards and support the school vision and the current school priorities outlined in the School Development Plan
- be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
- attend school events and activities as required by the Headteacher
- represent the school at external meetings and other events as required
- contribute to the school's provision of extra-curricular activities
- promote equality and opportunity for all students and staff, both current and prospective
- undertake additional duties as reasonably requested by the Headteacher.



The Mandeville School Classroom Teacher



Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school.

General Information

Equality of Opportunity	<ul style="list-style-type: none"> As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying. Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, students, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of 'Team Mandeville'	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school Attend regular meetings when required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to Child Protection reporting all concerns to an appropriate person.

Key Skills and Competencies:

Qualifications

- Degree level qualification
- Postgraduate professional qualification, e.g. Postgraduate Certificate in Education
- Willingness to continue professional development

Communication

- Apply effective verbal communication skills
- Present information and ideas clearly, by using language appropriate to the audience
- Positively influence the opinions of others through factual discussion
- Adapt personal style to suit individual situation and needs
- Create an environment of trust by delivering on promises
- Utilise report-writing to accurately reflect a situation through positive language



The Mandeville School Classroom Teacher

- Confident in leading staff meetings as appropriate

- Exercise flexibility in order to accommodate changes in work priorities
- Balance tasks and resources in the organisation of wide range of activities
- Provide contingencies to deal with the unexpected
- Think clearly and logically in working through a problem making referrals as appropriate
- Anticipate workload and plan ahead
- Monitor progress against key performance indicators
- Enthusiastic and positive attitude
- Awareness of the needs of students who have English as an additional language

Accountability/Freedom to Act

- Make routine decisions based upon guidelines and procedures laid down in the established framework
- Contribute towards the effective delivery of performance targets, objectives and standards
- Lead by example in standards of behaviour in the work environment.



The Mandeville School Classroom Teacher



The Mandeville School (Insignis Academy trust)			
Person Specification: Classroom Teacher			
Quals, knowledge, experience	Essential	Desirable	Evidence
Degree in appropriate subject area	✓		Application
DfE recognised teaching qualification	✓		Application
Excellent subject knowledge	✓		Observed lesson
Evidence of continuing professional development		✓	Application
Knowledge and ability in the use of ICT in teaching to enhance learning of students.		✓	Interview
Up-to-date with current developments in teaching	✓		Application letter Interview
Clear rationale for the value of their subject within education and the wider community	✓		Presentation Interview
Knowledge of school self evaluation processes		✓	Application Interview
Skills and capabilities			
To teach at KS3, KS4 and KS5	✓		Application
To enthuse students by teaching imaginatively, employing a variety of teaching styles	✓		Observed lesson
To create a positive, inclusive learning environment	✓		Observed lesson
To differentiate teaching so that the learning of all students is addressed	✓		Observed lesson



The Mandeville School Classroom Teacher



To plan lessons in such a way that all students in the class learn effectively	✓		Observed lesson
To analyse relevant data to inform teaching and to set challenging targets for students	✓		Application letter
Personal qualities			
Enthusiastic and approachable	✓		Interview
Commitment to extra curricular work	✓		Application Interview
Good interpersonal skills	✓		Interview Observed lesson
Ability to remain calm under pressure		✓	Interview Observed lesson
Clear educational philosophy		✓	Interview
Commitment to professional development	✓		Interview Application
Willingness to share expertise	✓		Application letter
High expectations of students and their behaviour	✓		Observed lesson Application Interview
Hardworking and conscientious	✓		Interview

ACCOUNTABILITY

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.