



**Stronger  
Together**

## **Classroom Teacher**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

***Queensbridge School***

*Queensbridge Road, Moseley, Birmingham B13 8QB*

#### **PURPOSE**

1. Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
2. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
3. To monitor and support the overall progress and development of students as a teacher.
4. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
5. To contribute to raising standards of student attainment.
6. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

#### **TEACHING AND LEARNING**

1. To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
2. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required

3. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
4. To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
5. To undertake a designated programme of teaching.
6. To ensure a high quality learning experience for students which meets internal and external quality standards.
7. To prepare and update subject materials
8. To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
9. To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
10. To undertake assessment of students as requested by external examination bodies, faculty and school procedures
11. To mark, grade and give written/verbal and diagnostic feedback as required

### **ACADEMIC MENTORING**

1. To be an academic mentor to an assigned group of students.
2. To promote the general performance, well-being and progress onto further education and training of individual students and of the tutor group as a whole.
3. To liaise with a Head of Year to ensure the implementation of the school's Pastoral System.
4. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
5. To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
6. To contribute to the preparation of action plans, references and other reports.
7. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
8. To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
9. To contribute to PSHE according to school policy.
10. To apply the Behaviour Management systems so that effective learning can take place.

### **OPERATIONAL/STRATEGIC PLANNING**

1. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department.

2. To contribute to the subject development plan and its implementation.
3. To plan and prepare courses and lessons.
4. To contribute to the whole school's planning activities.

### **CURRICULUM PROVISION**

1. To assist the Head of department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

### **CURRICULUM DEVELOPMENT**

1. To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

### **STAFFING**

1. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
3. To engage actively in the Performance Management review process.
4. To ensure the effective/efficient deployment of classroom support.
5. To work as a member of a designated team and to contribute positively to effective working relations within the school

### **QUALITY ASSURANCE**

1. To help to implement school quality procedures and to adhere to those.
2. To contribute to the process of monitoring and evaluation of the curriculum faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
3. To review from time to time methods of teaching and programmes of work.
4. 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.

### **MANAGEMENT INFORMATION**

1. To maintain appropriate records and to provide relevant accurate and up-to date information for SIMS, registers, etc.
2. To complete the relevant documentation to assist in the tracking of students.
3. To track student progress and use information to inform teaching and learning.

### **COMMUNICATIONS AND LIAISON**

1. To communicate effectively with the parents of students as appropriate.
2. Where appropriate, to communicate and co-operate with persons or bodies outside the school.

3. To follow agreed policies for communications in the school.
4. To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
5. To contribute to the development of effective subject links with external agencies.
6. The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.

### **MANAGEMENT OF RESOURCES**

1. To contribute to the process of the ordering and allocation of equipment and materials.
2. To assist the faculty leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
3. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

### **SCHOOL ETHOS**

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's corporate policies.
3. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
4. Queensbridge School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. It is the individual's responsibility for promoting and safeguarding the welfare of children they are responsible for, or comes into contact with.

### **GENERAL**

1. To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

### **SAFEGUARDING**

1. The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

**Responsible to:                      Head of Department**

**PERSON SPECIFICATION**

**Job Title:** Classroom Teacher

**Grade:** MPR/UPR

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A</b>	<b>Criteria Met</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of working in a secondary school	AF/I	
<b>SKILLS AND ABILITIES</b> (E.g. Written communication skills, dealing with the public)	Excellent teacher performance in the classroom and ability to utilise an effective range of teaching and learning styles	AF/I	
	Ability to create a learning environment that values all students equally and enables all to achieve	AF/I	
	To provide opportunities for students to develop awareness of cross-curricular themes and key skills	AF/I	
	Ability to work under pressure and meet competing deadlines	AF/I	
	Knowledge of the Food and Nutrition curriculum and current issues therein	AF/I	
	Ability to work as a personal tutor	AF/I	
	Good understanding and competence in ICT	AF/I	
	Good organisational skills	AF/I	
	Excellent communication skills – written and verbal	AF/I	
	Set high expectations for student behaviour and establish a clear framework for classroom discipline which promotes self control and independence whilst managing students' behaviour constructively	AF/I	
	Work effectively as part of a team; developing	AF/I	

	<p>positive relationships with colleagues, students, parents and other agencies as appropriate</p> <p>Willingness to be involved in the extra-curricular programme</p> <p>Committed to raising standards in the school</p> <p>High level of self motivation and energy and enthusiasm for the education of young people</p> <p>Demonstrate suitability to work with children and this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	
<b>TRAINING</b>	<p>Willingness to undertake appropriate training</p> <p>Willingness to deliver appropriate training within the school training plan</p>		
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	<p>Qualified teacher status</p> <p>Degree or equivalent</p> <p>Food and Nutrition Specialist</p>	<p>AF/I</p> <p>AF/I</p> <p>A/F/I</p>	
<b>OTHER</b>	<p>Ability to respond flexibly and adapt to changing and challenging circumstances</p> <p>Ability to persuade, negotiate and influence others</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Ability to set and maintain high standards within the Food and Nutrition team</p> <p>Ability to project a professional image for the school</p> <p>Ability to have a flexible approach to work to meet the needs of the school</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	

<b>CONTRA-INDICATION</b>	Criminal convictions involving offences against children	AF/I	
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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY**