

<b>Role</b>	<b>Classroom Teacher Senior School</b>
<b>Job Purpose</b>	<p>To contribute to providing an excellent education for all the school's pupils by teaching with expertise and enthusiasm, offering support to the learning of individual students and contributing to the school's pastoral system.</p> <p>To support the Head and the SLT in the implementation of all aspects of school and GDST policy in order to maintain the aims and ethos of the school and the GDST as a whole.</p> <p>To embrace and demonstrate the characteristics set out in the GDST Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners.</p> <p>To demonstrate GDST values and high standards of professional conduct at all times.</p>
<b>Accountable to:</b>	The Headmistress through the Head of Faculty and Deputy Head
<b>Accountabilities</b>	<p><b>Teaching and learning</b></p> <p><i>Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:</i></p> <ol style="list-style-type: none"> <li>a. Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment.</li> <li>b. Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.</li> <li>c. Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.</li> <li>d. Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.</li> <li>e. Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners.</li> <li>f. Maintain an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons.</li> <li>g. Assessing, recording and reporting on the development, progress and attainment of pupils.</li> <li>h. Advising and co-operating with the Head and other teachers on the</li> </ol>

preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

- i. With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning.
- j. Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching.
- k. Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications.
- l. Organising the classroom and learning resources and creating displays to encourage a positive learning environment;
- m. Participating with the line manager in using GDST and national statistics to monitor the progress of pupils and raise levels of attainment.
- n. Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- o. Working collaboratively across the department, school and the GDST network.
- p. Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- q. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.

### **Pastoral**

*Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:*

- a. Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- b. Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- c. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- d. Acting as Form Teacher.
- e. Liaising with appropriate Head of Year, attending pastoral meetings when necessary.
- f. Leading and participating in Assemblies.

	<p><b>Marketing and external links, including public occasions</b></p> <p><i>Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community, where possible, by:</i></p> <ul style="list-style-type: none"> <li>a. Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school.</li> <li>b. Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.</li> </ul> <p><b>Management and administration</b></p> <p><i>Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:</i></p> <ul style="list-style-type: none"> <li>a. Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers.</li> <li>b. Coordinating or supervising the work of those who provide support for teachers in the department (i.e. technicians or teaching assistants), where required.</li> <li>c. Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> <li>d. Ordering and allocating of equipment and materials where required.</li> </ul> <p><b>Training and development of self and others</b></p> <p><i>Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:</i></p> <ul style="list-style-type: none"> <li>a. Reviewing own methods of teaching and programmes of work.</li> <li>b. Evaluating own performance and being committed to improving own practice through appropriate training and professional development.</li> <li>c. With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised.</li> </ul>
	<p><b>9. Achievement and Diversity</b></p> <ul style="list-style-type: none"> <li>a) Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences.</li> <li>b) Know how to make effective personalised provision for those they</li> </ul>

	<p>teach, including those for whom English is an additional language or who have special educational needs or disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching.</p> <p>c) Understand the roles of colleagues such as those having specific responsibilities for learners with special educational needs, disabilities and other individual learning needs, and the contributions they can make to the learning, development and well-being of children and young people.</p> <p>d) Know when to draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies.</p>
	<p><b>10. Administration and Management of Resources</b></p> <p>a) Contribute as appropriate to the development of Schemes of Work. Manage the use of departmental resources and equipment and prolong the life of departmental materials.</p> <p>b) Complete administrative tasks to ensure the smooth running of the Department as requested by the Head of Department.</p> <p>c) Complete all administrative tasks associated with the pastoral role of a teacher within the School.</p>
	<p><b>11. Health and Safety</b></p> <p>a) Know the current legal requirements, GDST and national policies and guidance on the safeguarding and promotion of the well-being of children and young people.</p> <p>b) Know the local arrangements concerning the safeguarding of children and young people.</p> <p>c) Know how to identify potential child abuse or neglect and follow safeguarding procedures.</p> <p>d) Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.</p>
	<p><b>12. Extra-Curricular Activities</b></p>

	<p>a) Make a positive and active contribution to the extra-curricular programme of the School by running or participating regularly in extra-curricular activities.</p> <p>b) Support girls and colleagues by attending a range of School productions, functions and charity events and taking part in extra-curricular activities.</p>
General Requirements	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Contribute to the successful implementation of the EPQ programme in the Sixth Form as requested and be prepared to supervise the research work and project.</li> <li>c. Contribute to the school's programme of extra-curricular activities.</li> <li>d. Support and contribute to the school's responsibility for safeguarding students.</li> <li>e. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>f. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>h. Engage actively in the performance review process.</li> <li>i. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.</li> <li>j. Undertake other reasonable duties related to the job purpose required from time to time.</li> <li>k. Cover for absent colleagues and invigilate internal examinations as required.</li> <li>l. Undertake a share of staff duties.</li> <li>m. Attend key school events such as Prizegiving and Open Days</li> <li>n. Be a positive role model to staff and pupils.</li> <li>o. Adhere to the School's dress-code.</li> </ul>
Review and amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>
Remuneration and Time Allowance	

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### Skills Required

Ability to teach your subject up to A Level	Essential
Dedication to promoting your subject within the School and marketing the department within and outside school	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, GDST and external bodies	Essential
Excellent interpersonal skills, able to work with others harmoniously (including parents, pupils and colleagues)	Essential
Excellent organisational and time management skills with the ability to prioritise	Essential
Confident user of ICT to aid administration and learning.	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential
Ability to maintain confidentiality	Essential
Ability to use a range of teaching strategies in order to meet the needs of all students	Essential
Sound behaviour management skills and discipline, both inside and outside the Classroom	Essential

### Knowledge Base

Experience of working in, a successful department at KS 3 to 5	Desirable
Knowledge of latest developments within teaching	Desirable

### Attainment

Well qualified graduate in your subject, with a First or Second Class degree	Essential
Teaching qualification and recent teaching experience	Desirable
Understanding and knowledge of ICT and willingness to develop ICT skills further	Essential
Proven track record of academic success within the subject area	Essential

### Experience

Proven experience of successfully contributing to or running extra-curricular clubs and activities	Essential
A good team worker; willing to teach across all key stages	Desirable
Successful experience of teaching up to KS5	Desirable

**Attitude/approach**

Honesty and integrity	Essential
Able to demonstrate adaptability and flexibility	Essential
Approachable	Essential
High expectations of oneself, as well as of others,	Essential
Ability to remain calm in sensitive or potentially volatile situations	Essential
Ability to listen and make reasoned and informed judgements	Essential
Holds a strong vision, and has the necessary skills and attributes in order to fulfil that vision	Essential

**Personal Attributes**

Enthusiastic, positive and hard-working	Essential
A passion for education	Essential
Ability to inspire, motivate and support pupils	Essential
Calm, flexible, approachable attitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance	Essential
Drive and stamina to provide excellent opportunities for all girls in the School	Essential
Self-motivation and a willingness to accept responsibility	Essential
Willingness to play a part in the overall developments of the School	Essential
Commitment to maintaining the caring and supportive ethos of the School	Essential
Commitment to the safeguarding of children and young people	Essential