**KS2/KS3 Teacher ………. Maternity Cover**

**Pastoral Responsibility for a class, teaching English and other subjects**

**JOB DESCRIPTION APPENDIX 1**

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| **Post Title: Teacher of English -- Maternity cover** | | **Director/Service/Sector Education** | | **Office Use** |
| **Grade: Main teachers Pay Scale or Upper Pay Scale 1 - 3** | | **Workplace: Highfield Middle School** | | **JE ref:**  **HRMS ref:** |
| **Responsible to: Headteacher and Senior Leaders** | | **Date: from Jan/Feb 2017** | **Manager Level: No** |
| **Job Purpose: To effectively teach children aged 9-13 English. There may be the opportunity to teach other Core and Foundation subjects as required. To fulfil all aspects of the post as set out in “Teacher Standards” and undertake all duties as set out in the “Conditions of Employment of Teachers other than Head teacher’s” which can be found in the school Teachers Pay and Condition document 2017** | | | | |
| **Resources** | Staff | Not responsible for any staff but will need to work with and lead learning with teaching support staff in lessons | | |
| Finance | | No budget management | | |
| Physical | | Classroom organisation and resources | | |
| Clients | | Children, Parents and Carers | | |
| **Duties and key result areas:**   1. Preparation and planning of work for classes & teaching groups following medium term plans & schemes of work provided by the Subject Leader as appropriate. 2. Effectively use a range of teaching styles including IT to cater for the different needs of children. 3. Marking, monitoring & assessing pupils’ work, standards achieved and progress made by individuals and groups in line with national, local departmental & whole school policies. Ensure assessment is used effectively and efficiently to support planning and teaching. 4. Taking part in the processes of target setting, recording pupil progress, attainment, pupil tracking and reporting to parents as required by the Leadership Team, Subject Leaders & Year Leaders. 5. Active and effective involvement in the pastoral care, behaviour & welfare of all pupils. 6. Expecting & maintaining high standards of organisation & management of teaching areas, year group areas, and resources. 7. Undertaking pastoral responsibility for a class and working within a Year Group team under the direction and leadership of the appropriate Year Leader. 8. Taking part in department, year group and whole school planning & development meetings during directed time and involvement in continuing professional development activities as required. 9. Supervising pupils at break times and immediately before and or after school ensuring their safety and good behaviour (as part of a rota system). 10. Ensure at all times the safety and welfare of all children. To fully implement all aspects of the school’s Safeguarding Policy. 11. Taking part in the appraisal procedures for teachers in the school as outlined in the performance management policy. 12. Involvement and initiation of extra curricular activities provided for pupils by the school, but only on a voluntary basis and outside directed time. 13. Encourage others and demonstrate a positive outlook.   Undertake all duties as set out in The Conditions of Employment of Teachers other than Head teachers, which can be found in the “School Teachers Pay and Conditions Document”.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Attendance is required at school every day – term time and CPD days.  Teacher pattern of work as set out in Teachers Pay and Conditions.  This post is 1.0fte and is a Maternity Cover. | | |

**PERSON SPECIFICATION Appendix 2**

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| **Post Title:**  Teacher of English Maternity Cover | **Director/Service/Sector: Education** | Ref: | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| Teaching Qualification, DFE.  P.G.C.E. or recognised education degree relevant to teaching English.  Excellent subject knowledge in English | Ability, knowledge, willingness to teach across a range of subject areas, particularly Music and/or Humanities. | | App  Ref |
| **Experience** | | | |
| Teaching successfully within 9-13 age range.  Delivering Core and Foundation subjects at KS3 and 2 to a high standard.  Understanding of and experience of experiential learning and the creative curriculum. |  | | App  Ref  Int/Task |
| **Skills and competencies** | | | |
| Be an outstanding teacher.  Ability to support whole school drive to further raise standards.  Ability to establish and maintain excellent relationships with pupils, parents and colleagues.  Good communication and motivational skills.  Excellent teaching skills which will inspire and motivate.  Effectively differentiate learning for individuals and groups.  Ability to meet deadlines, organise the classroom and maintain a high standard of discipline.  Knowledge of and recent experience of using assessment data to inform teaching.  Ability to use effectively ICT to support learning and teaching.  Able to effectively teach and assess pupil progress.  Make learning interesting and accessible, meeting the needs of a variety of learning styles.  Be a reflective practitioner. | Ability to bring creative ideas to a team and support enrichment activities.  Plan and deliver and evaluate effective and engaging lessons.  Experience/desire to teach across a range of subject area | | App  Ref  Int/Task |
| **Physical, mental and emotional demands** | | | |
| Ability to work under pressure.  High level of commitment to school and its aims.  Professional integrity and positive approach.  Excellent attendance and punctuality.  Flexibility.  Ability to meet deadlines.  Able to attend meetings, day/residential visits.  Maintain a positive approach and outlook. |  | | App  Ref  Int |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits