**Horizon School, Hartlepool– Job Description**

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| **Job Title:** | Teacher of ICT and Humanities | | |
| **Base:** | Horizon School, Hartlepool (PRU) | | |
| **Reports to:** | DHT | **Grade:** | MPS1-UPS3 |
| **Service responsibility:** |  | **Salary:** | £25,714 - £41,604 |
| **Additional:** | SEND Allowance 1  £2,270 | **Term:** | Full time |

**JOB PURPOSE**

The role of teacher will include Learning and Teaching, curriculum provision, standard of attainment and behaviour and safety within school. You will provide highly engaging, relevant and innovative learning opportunities at both key stages, to ensure students make exceptional progress in your subject and are provided with the skills they need to be successful in school, which will result in improved life chances for all. You will demonstrate outstanding learning and teaching in these areas.

* The teaching of students and the associated pastoral and administrative duties in respect of those students in accordance with the aims and objectives of school.
* Any additional duties that may be required from time to time by the Headteacher.
* To support in the development of your subject in all areas of school.
* To monitor and evaluate the curriculum.
* Curriculum innovation.

**JOB SUMMARY**

1. Teaching the students assigned to you according to their educational needs, including the setting and marking of work to be carried out by the students in school or elsewhere.
2. Assessing, recording and reporting on the development, progress and attainment of all students.
3. Consistently applying the school’s behaviour policy at all times.
4. Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her.
5. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
6. Completing the school’s tracking systems.
7. Making records of and reporting on the personal and social needs of students.
8. Communicating and consulting with the parents of students.
9. Communicating and co-operating with relevant persons or bodies outside of school.
10. Participating in meetings arranged for any of the purposes described above.
11. Participating in arrangements within the school’s policy for Performance Management.
12. Reviewing from time to time his/her methods of teaching and programmes of work.
13. Participating in arrangements for his/her further training and professional development as a teacher and manager.
14. Advising and co-operating with the SLT and other teachers (or any one or more of them) on the preparation and development of courses of study, for all students, appropriate teaching materials, schemes of work, methods of teaching and assessment and pastoral arrangements;
15. Responding to the Code of Practice for Special Educational Needs, in accordance with the school’s policy.
16. Maintaining good order and discipline among the students 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;
17. Ensuring that the school’s Child Safeguarding Policy is followed where there may be a concern;
18. Ensuring that personal knowledge of the school’s health and safety policy is updated and the practices are in accordance with it.
19. Participating in meetings at school, as required.
20. Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations.
21. Recording and reporting such assessments;
22. Participating in arrangements for students’ presentation for and supervision during such examinations.
23. Contributing to the selection for appointment, induction and personal development of all staff;
24. Co-ordinating or managing the work of supporting staff or volunteers.
25. Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of school and Performance Management of staff as directed by the Headteacher.
26. Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons, providing support for the teachers in school and the ordering and allocation of equipment and materials;
27. Support the SLT in implementing the long term vision.
28. Plan schemes of learning and lessons for your subject area at KS3 and KS4, which are engaging and relevant to students’ needs and interests.
29. Develop new innovative approaches for learning utilising ICT and new resources.
30. Track and monitor student performance across your area of responsibility.
31. Ensure marking is regularly carried out in your area in accordance with school marking policy and use assessment for learning to regularly share levels of achievement with students and parents
32. Report regularly to SLT on current performance and develop intervention strategies to continually improve performance and achieve outstanding results.
33. Support and promote the professional development of teachers, providing training, mentoring and coaching where appropriate.
34. Maintain the highest standards of professionalism and consistently apply school systems
35. Adhering to Horizon School policies and procedures.

**GENERAL**

1. To participate in wider school meetings, events and working groups as required.

The Horizon School, Hartlepool is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:……………………………………… Date:………………………….