

# HIGHLANDS SCHOOL

## Teacher

### Job Description

Highlands School

Job Title      **Teacher**

TLR Level      Main Pay Scale  
Reports to      Head of Faculty



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## JOB DESCRIPTION

### Introduction

**Key purpose:** You are required to undertake the duties of a teacher, as set out in the Education (School Teacher's Pay and Conditions of Employment) Order 2006, or such later order as replaces it.

### Key responsibilities as a teacher:

1. To teach throughout the school to students of all abilities, in Key Stage 3 and 4 and where relevant KS5
2. To work with colleagues to prepare and update schemes of work for the effective teaching at Key Stage 3, 4, and where appropriate KS5 and ensure that both the national and school curricula are covered appropriately
3. To undertake agreed responsibilities to monitor and evaluate students' work and maintain detailed records of each individual's progress
4. To ensure that safe and effective working practices are demonstrated, taught and used by all working or learning in the laboratory or with any apparatus provided.

### Key responsibilities within the school:

5. To undertake, as required, the duties of a form tutor, taking responsibility for the support, guidance and welfare of a group of students
6. To undertake weekly duties as directed, including the supervision of pupils at the beginning of school, during break times and at the end of the school day
7. To follow school policies and procedures as laid down in the staff handbook and guidelines as provided by line managers and the school's senior management team
8. To attend meetings, parents' evenings and other functions, as required by the Headteacher, within directed time
9. To uphold agreed standards of dress, behaviour and discipline around the school and when supervising pupils outside the school
10. To implement formative assessment procedures leading to interim summative assessments and annual written reports.
11. There may be a requirement for part of your teaching to be taught beyond the end of the normal school day.

## **Professional Development:**

12. Identify needs and participate in training opportunities in school and within the LEA
13. Prepare annually, for the INSET Co-ordinator, a personal INSET needs analysis and participate in the preparation of a departmental policy
14. Participate fully in the School's induction and or performance management procedures as appropriate.

## **PERSON SPECIFICATION**

### **Teacher (Main Scale)**

#### **Essential attributes**

1. To have qualified teacher status and appropriate qualifications in your teaching area
2. Successful experience of delivering Key Stage 3 and 4, as a teacher, or on teaching practice
3. The ability to motivate students and staff (teaching and non-teaching)
4. The ability to perform effectively the duties of a form tutor under the guidance of appropriate pastoral staff
5. Good interpersonal skills: the ability to work well with a wide range of people and also to use initiative - taking the lead when necessary
6. The ability to work flexibly and share in workloads, particularly during periods of pressure
7. A belief in and commitment to the school's equal opportunities policy and to mixed ability teaching
8. Accept the need for continuing development and training, particularly in ensuring up-to-date training is undertaken in matters relating to safety
9. A strong record of attendance and punctuality and the ability to manage time and resources effectively (ref: DfEE Circular 4/99)
10. The ability to demonstrate a pro-active approach in taking responsibility for quality of own work and that of others, problem solving and using his/her own initiative as appropriate
11. Confidence and competence in using computers within the curriculum and for administration

**Please note that the school operates a no smoking policy.**

#### **Review Arrangements**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.**

