

# Mossley Hollins High School



*Mossley Hollins High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **Job Description – CLASSROOM TEACHER**

### **CLASSROOM TEACHER & FORM MENTOR AS PART OF OUR COLLEGE SYSTEM**

*The School has over 800 students divided into 5 Year Groups (c180 in Yr 7 and C156 in Yrs 8-11) and 'Colleges' (mini-schools). Each college reflects the character of its Year Group and the Faculty(ies) in that Area. Our Classroom Teachers are specialists in their Faculty area. We adopt a distributed leadership model, giving direct leadership responsibility and opportunity to teams of staff of a particular area of school, led by a Senior Leader, Faculty Leader and Head of Year (Progress) who lead an Area (called a College) of school.*

*This post provides classroom teaching within one main subject. You would also be a Form Mentor (in the College) for a group of 26-27 students. This is an exciting role which allows you to teach in the specialist subject you love but also be part of a college and whole-school team.*

*As you would expect, we are looking for good to great teachers, who can support the values of our school in your good manners, hard work and honesty. Students will flourish as a result of your teaching and consistent high expectations..*

*You will be part of a college and Faculty, as well as the school, working to your Head of Faculty and Head of Year [Progress] and alongside dedicated colleagues.*

**Post - CLASSROOM TEACHER**

**Responsible to:** Faculty Leader & Head of Year [Progress]

*This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document and the Teacher Standards, in accordance with the school's policies and under the direction of the Headteacher. A summary of the key accountabilities is included below. The school is managed through a network of inter-related teams in a mini-school (college) structure.*

## **Teaching**

- Plan work in accordance with faculty schemes of work and the requirements of the curriculum and syllabus
- Liaise with relevant 'expert' colleagues on the planning of units of work for effective collaborative delivery.
- Work in collaboration with Curriculum Tutors/Teaching Assistants if attached to any teaching group.
- Take account of students' prior levels of attainment and build on prior learning to meet agreed academic targets
- Set work for students absent from school for health or disciplinary reasons or who are in our Pupil Development Centre.
- Set work during very rare periods of your own absence from school
- Set extremely high standards for students' behaviour and attitudes to learning by establishing a purposeful working atmosphere in your classroom in accordance with the school's behaviour code and Teaching and Learning Policy.
- Stretch all students with a particular focus on the most able, the least advantaged (FSM or in care) and those with additional needs.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.
- Be a consistently good or better teacher (please see the teacher standards and the expectations of a Mossley Hollins' Good or Better Lesson in the Teaching & Learning & Marking Policy) to high GCSE standard.

## **Assessment, Recording and Reporting**

- Maintain notes and plans of lessons undertaken and students' work.
- Mark, monitor and return work in line with school policy and on time providing constructive oral and written feedback and clear targets for future learning as appropriate to which students respond.
- Prepare for and undertake assessments in line with school policy and the assessment and reporting calendar
- Use such assessment to plan and teach well, providing the correct match of activities that progressively demand more of each student to ensure the strong progress of all individuals in all groups.
- Complete reports in line with policy and as specified in the published calendar.
- Attend parents' evenings, consulting with parents/carers over the progress, next steps and learner attitudes of their child(ren).
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records for SEND students and for those in care.

## **Pupil Development Work**

- Ensure the safety and well-being of all students in your charge, including in relation to all matters concerning Child Protection and Safeguarding.
- Undertake the responsibility for a form group as part of one college (mini-school) as required, including tutor/student interviews.
- Be the first point of contact for students and parents of students in your form group.
- Monitor (and set targets for) the personal, social and academic progress of individuals in your Form
- Be prepared to undertake responsibility for delivery of the PSHE/citizenship programme to one or more Form.
- Ensure the good attendance, punctuality and behaviour of all in your Form.

## **Professional Standards**

- Teach to a consistently good or better standard in line with the teacher standards and school standards and policy
- Support the values of the school: manners, hard work, honesty and success
- Treat all members of the community, colleagues and students, with respect and consideration.

- Treat all students fairly, consistently and without prejudice.
- Set an excellent example to students in terms of appropriate dress, standards of punctuality and attendance, in line with the school's high standards.
- Attend school events as required. Support or lead extra-curricular, intervention and/or enrichment activity.
- Take pride in all you do and allow students to do the same.
- Take responsibility for your own professional development and further improve the quality of your teaching, through staff training, practice, acting on feedback and professional development.
- Reflect on your own practice as well as the practices of the school with the aim of improving all that we do.
- Read and adhere to the various policies & priorities of the school as expressed in the School Improvement Plan, the staff handbook and Faculty Action Plans.
- Participate in the management of school by attending various team and staff meetings, and by making valuable and constructive contributions.
- Undertake duties as required
- Ensure that all deadlines are met as published in the school calendar.
- Undertake additional professional duties that may be reasonably assigned to you by the Headteacher, Year Head or Faculty Leader
- Be proactive and take responsibility for matters which secure health and safety.
- I understand that Mossley Hollins is a non-smoking site.

### **Health and Safety**

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures.

The job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the School's appraisal programme for support staff and to participate in appropriate staff training and development activities.