

Job Description

Job Title:	Teacher - Main Pay Scale/Upper Pay Scale Teacher of Design Technology
Working Hours:	Full-time teacher
Department:	Technology
School:	Central Lancaster High School
Reports to:	Head of Department
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

- To provide a high standard of teaching and learning for students to ensure that they achieve to the best of their abilities.
- To support and promote the safeguarding and welfare of all children and young people attending Central Lancaster High School.
- To have strong subject knowledge and to promote positive, professional relationships with students, parents and colleagues to support the best interests of the students.
- To carry out teacher duties as set out in the DfE School Teachers' Pay and Conditions 2016 document, and in accordance with DfE Teachers' Standards 2012.

2. Main Activities:

TEACHING

Set high expectations which inspire, motivate and challenge students

- Establish a safe and stimulating learning environment for students, based on mutual respect.
- Set targets for students that will challenge them, regardless of their backgrounds and abilities.
- Demonstrate and promote consistently the positive attitudes, values and behaviour that are expected of students, in accordance with the school ethos.

Promote good progress and outcomes by pupils

- Accountable for students' attainment, progress and outcomes.
- Be aware of students' capabilities, needs and prior knowledge in order to plan lessons to build on, and improve these areas.
- Ensure that students are able to reflect on their progress and identify their learning needs in order to progress.
- Work with support staff to enhance students' progress.

Demonstrate good subject and curriculum knowledge

- A secure knowledge of the relevant subjects and curriculum areas, while ensuring maintenance and development of these over time.
- Demonstrate a critical understanding of developments in the subjects and curriculum areas.
- Ability to maintain students' interest in the subject and address any areas of misunderstanding.
- Demonstrate an understanding of, and promote high standards of literacy, articulacy and the correct use of standard English, regardless of the specialist subject.
- Support and promote students' reading, writing, communication and numeracy skills through the curriculum offer.

Plan and teach well-structured lessons

- Plan, prepare and deliver well-structured courses and lessons, engaging in short, medium and long-term lesson planning and sequences of lessons.
- Contribute to the design and provision of an engaging curriculum, teaching resources and the development of schemes of work.
- Deliver the school's teaching and learning priorities to ensure a high quality of provision.
- Deliver the curriculum, in accordance with age, ability group and subject.
- Demonstrate a clear understanding of appropriate teaching strategies relevant to age, ability group and subject.
- Impart knowledge and help to develop students' understanding through effective use of lesson time.
- Promote a love of learning and encourage students' intellectual curiosity through lesson time.
- Reflect regularly on the effectiveness of lessons, approaches to teaching and students' progress.
- Set regular homework and plan other extra-curricular activities i.e. revision classes, school trips etc. to consolidate and further develop the knowledge, and understanding that students have acquired.

Adapt teaching to respond to the strengths and needs of all students

- Able to differentiate appropriately, using various teaching strategies which enable students to be taught effectively and make progress.
- Knowledge of how a range of factors can inhibit students' ability to learn, and how to overcome these.
- Awareness of the physical, social and intellectual development of children, and how to adapt teaching to support students at different stages of their development and provide guidance.
- Demonstrate an understanding of the needs of all students, including those with special educational needs and disabilities, and pupils with high ability, English as an additional language etc. Be able to use and evaluate teaching approaches to engage with and support them.

Make accurate and productive use of assessment

- Use relevant data to monitor progress, set targets and plan lessons.
- Use assessment methods to ensure students' progress, and record all assessment data.
- Participate in book monitoring.
- Knowledge of how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Give students regular feedback, both orally in lessons, and through accurate marking, in accordance with the school's marking policy.
- Encourage students to respond to feedback and to be involved in setting their targets.

Manage behaviour effectively to ensure a good and safe learning environment

- Ensure that students are aware of the rules and routines for behaviour in lessons.
- Ensure that students are aware of the high standards of behaviour expected from them by promoting excellent behaviour in lessons, and around the school, in accordance with the school's Behaviour Policy. Be a positive role model.
- Establish a framework for discipline, using praise, rewards, positive and negative referrals; using the ClassCharts system.
- Manage classes effectively and ensure that appropriate approaches are used to involve and motivate students to learn.
- Maintain professional and positive relationships with students. Exercise decisive authority when necessary.
- Maintain high standards of health and safety in accordance with the school's policies.

Wider Professional Responsibilities

- Make a positive contribution to the school's ethos and the wider school community.
- Develop professional and positive relationships with colleagues.
- Take responsibility for improving teaching through appropriate professional development, responding to advice from colleagues and sharing best practice.
- Develop professional and positive relationships with parents/carers and outside agencies with regards to students' achievements and well-being. Work collaboratively with parents/carers and outside agencies to support students' progress.

Wider School Responsibilities

- Participate in arrangements to prepare students for public and school examinations and participate in supervision of students during exams.
- Cover lessons, as and when required. Set cover work for lessons if absent.
- Attend assemblies, parents' evenings, open evenings, INSET sessions, school events and extra-curricular activities as required.
- Attend school and department meetings, as required.
- Ensure that registers are taken during each lesson and for form time.
- Act as a House Tutor.

PERSONAL AND PROFESSIONAL CONDUCT

- Responsibility as a teacher to uphold public trust in the teaching profession and to maintain high standards of personal and professional conduct, ethics and behaviour within and outside school.
- Treat students and colleagues with dignity and respect, and build relationships rooted in mutual respect, while at all times observing proper boundaries appropriate to a teacher's professional position.
- Awareness of the need to safeguard students' well-being, in accordance with statutory provisions and the school's policies.
- Demonstrate tolerance and respect for others, not undermining fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Proper and professional regard for the ethos, policies and practices of Central Lancaster High School, and the maintenance of high standards in personal attendance and punctuality.
- Ensure an understanding of, and always act within the statutory frameworks which set out professional duties and responsibilities.

3. Statutory Requirements:

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Ensure compliance with appropriate legislation, School and Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the Council's Best Value ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies, and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental Health & Safety policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

April 2019