



Eltham Hill  
SCHOOL

<b>JOB TITLE:</b>	<b>Main Scale Teacher</b>
<b>LOCATION:</b>	Eltham Hill School
<b>SALARY/Scale:</b>	Main Scale 1-6 and UP 1-3 (post threshold)
<b>PURPOSE:</b>	<p>To facilitate learning and inspire students to become confident, independent and lifelong learners, reaching their full potential.</p> <p>To support raising standards of attainment.</p> <p>To work as part of an inspiring POD* team making a positive contribution to the school's vision for equality, happiness and success.</p> <p>To meet the Teaching Standards.</p>
<p>*The school is organised into mini staff areas called PODS:  <u>Panoramic:</u> Maths, Science, Health and Social Care and PE, <u>Premier:</u> Humanities, Technology and ICT, <u>Launch:</u> English, Performing Arts and MFL</p>	
<b>REPORTING TO:</b>	POD Leader and Principal
<b>Main Responsibilities</b>	
<p><b>Standards</b></p> <ul style="list-style-type: none"> <li>To set high expectations which inspire, motivate and challenge students, fostering an environment of mutual respect.</li> <li>To set targets that stretch and challenge students of all backgrounds and abilities.</li> <li>To follow the school's assessment policy: regularly assess and report on students' progress, developmental needs, attendance and standard of attainment.</li> <li>To make productive use of the assessment data to track and monitor student progress, implementing intervention strategies as required.</li> <li>To provide accurate, formative assessment of students work and use this to progress students to higher level of attainment.</li> <li>To promote good progress and outcomes by students and be accountable for student achievement.</li> <li>To monitor, record and support overall progress and development of students, both as a teacher and a form tutor.</li> <li>To produce accurate, high quality professional reports on student progress and attainment, offering effective advice and guidance to parents and students.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>To actively contribute to the design and provision of an engaging, relevant and differentiated curriculum, through Schemes of Learning and the Creative Curriculum map.</li> <li>To plan and teach well-structured lessons to ensure a high quality learning experience, making use of Eltham Hill guidelines and data, to build on student's capabilities and prior knowledge.</li> <li>To adapt your teaching methods to respond to the strengths and needs of all students.</li> </ul>	



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- To promote innovation and creativity in the classroom.
- To make effective use of ICT, literacy and numeracy strategies and whole school foci in delivering high quality lessons.
- To guide students to reflect on their progress, set personal targets and demonstrate a responsible attitude to their learning.
- To set and mark homework regularly to consolidate and extend learning.
- To be a reflective practitioner, and demonstrate your knowledge and understanding of how students learn.
- To keep your subject and curriculum knowledge up to date and to a good standard.
- To participate, as required, in the review, development and management of activities relating to the curriculum, including pastoral and extra curricular activities.
- To develop and maintain a high quality, safe and stimulating learning environment, including the effective use of the behaviour for learning strategies.
- To aspire to be an outstanding practitioner and challenge yourself professionally.

### **Sustainable Development**

- To ensure the safety and wellbeing of students and work within the child protection policy and guidelines.
- To provide equal opportunities for all, following the school equal opportunities policy.
- To work with the Special Educational Needs and Disabilities and High Achievers teams in producing differentiated lessons, which allow all students to access the curriculum.
- To ensure the effective deployment of classroom support through collaborating with Teaching Assistants (SEND) in the planning of high quality lessons.
  
- To actively contribute to the Schools Improvement Plan through the POD structure.
- To support the POD Leaders in the process of ordering and allocating of resources and equipment.
- To be a Form Tutor and actively participate in the pastoral programme as directed by Key Stage Year Leaders and as outlined in the Form Tutor job responsibilities (overleaf).
- To work as a member of a POD team and contribute positively to the development of effective working relationships within the school.
- To take an active part in your own professional development and appraisal, following the school policy.
- To fulfil wider professional responsibilities, including acting as a mentor for colleagues new to the profession and/or new to the school.
- To actively contribute to marketing and liaison activities such as Open Days/Evenings, Parents' Consultation Evenings and Careers Information Advice and Guidance events.



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### **Communication**

- To model positive attitudes, values and behaviours which are expected of students.
- To liaise with the POD Leader/Line Manager in ensuring students are entered for the correct exams and at the appropriate level.
- To attend and actively contribute to all relevant school meetings as outlined in the school calendar.
- To communicate and co-operate with persons or bodies outside the school as appropriate.
- To follow all school policies.

### **Form Tutor Responsibilities**

- To be a Form Tutor and actively participate in the pastoral programme as directed by Key Stage Year Leaders.
- To communicate school information to students and be the first point of contact for parents/carers.
- To encourage students to take an active role in the school e.g student leadership roles, student council, sports day, schools clubs.
- To ensure tutor room noticeboard is kept up to date with relevant notices, policies and procedures.
- To promote registration times as calm and focused, following PHSE programme of activities and ensuring a positive start and end to each day.
- To keep an accurate and up to date register and chase up any unauthorised absence.
- To address punctuality issues with students.
- To check and sign contact books weekly.
- To support students in following school expectations and addressing issues e.g. make up, uniform.
- To activity support tutor group in assembly.
- To work with tutor group to prepare and deliver assemblies on a rota basis.
- To be aware of student's academic targets and individual needs e.g. SEND, RAP, HA, CLA etc.
- To facilitate learning conversations with individual students to discuss progress and offer support and guidance.
- To monitor student behaviour and liaise with relevant staff with regards to issues/concerns.
- To contribute and develop the year team and its ethos.



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### Core Standards for all Eltham Hill Staff

- Support students development
- Liaise with parents, carers and families
- Commitment and contribution to improving standards for pupils
- The school is committed to safeguarding and promoting the welfare of all students and we expect all staff to share this commitment
- Contribute to positive relationships and provide effective support for your colleagues
- At all times operating within the school's Equalities policies
- Provide leadership for your team and your area of responsibility.
- Monitor and maintain school resources
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the school
- To pursue 'excellence, happiness and success', in line with the ethos of the school.
- To undertake any reasonable activity as directed by the Principal that is not specified in this job description.

Reviewed  
By:

Principal

Date

January 2016



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**Person Specification for post of: Main Scale Teacher**

Attributes	Criteria
Qualifications/Training	<ul style="list-style-type: none"> <li>• QTS status</li> <li>• Meet or exceed the Teaching Standards</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful teaching experience in a multi-cultural, multi-faith, inner-city school is desirable.</li> </ul>
Developing Self/Empowering Others	<ul style="list-style-type: none"> <li>• Evidence of ongoing professional development</li> <li>• Experience of supporting students to develop as young people.</li> <li>• Ability to work as part of a team and make a positive contribution.</li> <li>• Commitment to supporting and mentoring colleagues.</li> <li>• Demonstrable commitment to Equal Opportunities</li> <li>• Commitment to the safeguarding and welfare of students.</li> </ul>
Teaching& Learning	<ul style="list-style-type: none"> <li>• Enthusiastic and passionate about girls' education</li> <li>• Good (and aspirant "outstanding practitioner") or outstanding classroom teacher.</li> <li>• Commitment to raising standards and challenging under performance of students.</li> <li>• Proven track record of involvement in additional activities to support teaching and learning is desirable.</li> <li>• Commitment to sharing good practice in teaching and learning and acting on advice given to develop professionally.</li> <li>• Commitment to developing creativity in the classroom and the ability to take risks.</li> </ul>
Shaping the Future	<ul style="list-style-type: none"> <li>• Able to inspire, challenge, motivate and empower our young women throughout and young men in the 6<sup>th</sup> form.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Models a passion for learning</li> <li>• Ability to motivate and inspire students</li> <li>• Energetic and willing to go the extra mile</li> <li>• Professional in your approach, modelling good attendance and punctuality</li> <li>• Resilient</li> </ul>