

# JOB DESCRIPTION



EAST RIDING  
OF YORKSHIRE COUNCIL

<b>Job Title:</b>	Teacher	<b>Post Number:</b>	S4064010
<b>Responsible to:</b>	Director of Curriculum Area	<b>Scale Point:</b>	MPS/UPS

## **Principal Accountabilities:**

### **Teaching**

- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work carried out by the students in School and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with School policy.
- Setting, with the student and where possible the parent, short term targets for learning which take into account prior attainment.
- Reviewing regularly your methods of teaching and programmes of work.

### **Other Activities**

- Promoting the general progress and well-being of individual students in your teaching or tutor group.
- Providing guidance and advice to students on educational and social matters and offering information about sources of more expert advice on specific questions.
- Making records of, and reports on, the personal and social needs of students when appropriate.
- Communication and consulting with the parents of students when appropriate - usually in co-operation with the Head of Year.
- Participating, if needed, in meetings arranged for any of the above.

### **Assessment and Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students.

### **Performance Management**

- Working within the attributes, knowledge & understanding, and skill levels as set within the Professional Standards for Teachers as appropriate to your level – e.g. QTS/core/post threshold
- Participating in any arrangements within an agreed framework for Performance Management
- Training and development
- Participating in arrangements for INSET and your professional development as a teacher.

### **Discipline, Health and Safety**

- Maintaining good order and discipline among the students in your charge and safeguarding their health and safety both when they are authorised to be on School premises and when they are engaged in authorised School activities elsewhere.
- Meetings
- Participating in meetings at the School which relate to the curriculum for the School or the administration of the organisation of the School, including pastoral arrangements.

### **Public Examinations**

- Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for, and supervision during, such examinations.

### **Management**

- Making a contribution as needed to the induction of new teachers.

- Taking part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

#### **Administration**

- Attending assemblies, registering the attendance of students and supervising students during break when required.

#### **General Information:**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.



HEADLANDS SCHOOL  
SINCE 1965

## PERSON SPECIFICATION

**Job Title:** Teacher

**Post Number:** S4064010

ATTRIBUTES	ESSENTIAL	DESIRABLE	How Measured During Recruitment and Selection Process
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>First or Second Class Hons Degree.</li> <li>Specific training to teach courses at Secondary level, e.g. PGCE.</li> </ul>	Application Form Certificates Verification by DfE
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful experience of teaching (Subject area) to GCSE Level.</li> </ul>	<ul style="list-style-type: none"> <li>Experience teaching (second Subject Area if applicable).</li> <li>Experience of Teaching A-Level</li> </ul>	
<b>Special Skills, Aptitudes and Knowledge</b>	<ul style="list-style-type: none"> <li>High level organisational skills</li> <li>High level problem solving skills</li> <li>Excellent communication skills</li> <li>Ability to handle conflict and manage difficult students</li> <li>Ability to work under pressurised conditions</li> </ul>	<ul style="list-style-type: none"> <li>Information Technology</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Must be able to take part in INSET.</li> <li>Constructively critical thinker.</li> <li>Open minded</li> <li>Imaginative</li> <li>Pastoral as well as intellectual interest in education.</li> <li>Enthusiastic and flexible</li> </ul>	<ul style="list-style-type: none"> <li>Any skills and enthusiasms which can be used to fire pupil's commitment</li> <li>An interest in the school's wider role in the community.</li> </ul>	
<b>Working Arrangements and Personal Availability</b>	<ul style="list-style-type: none"> <li>Suitable to work with children</li> </ul>		CRB check References
<b>Physical</b>	<ul style="list-style-type: none"> <li>Medical Clearance</li> </ul>		