

## THE SELE SCHOOL



### JOB DESCRIPTION

#### TEACHER OF KS3 Humanities

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Department:	<b>Humanities</b>
Reports to:	<b>Head of Humanities</b>
Responsible for:	<b>Pupils assigned to the class group</b>
Pay Scale:	<b>MPS or UPS (depending on experience)</b>

#### **Job Summary:**

The Teacher of KS3 Humanities plays a crucial role in helping students acquire and develop both intellectual and personal skills. Through planning and delivering engaging lessons, reviewing and developing the current curriculum and monitoring student work, you will enable all pupils to make good or better progress. Demonstrating excellent subject knowledge with the ability to communicate this in an enthusiastic and imaginative way.

#### **Key Responsibilities and Duties**

- Teach Key Stage 3 History, Geography and RE lessons.
- Take on departmental duties and responsibilities when allocated by the Head of Humanities.
- Share in departmental best practice.
- Make a contribution to after school clubs (e.g. Humanities debate club).
- Engage in extra-curricular activities with a combination of visits and organising guest speakers.
- Willingness to invest extra time to ensure students achieve the best standard.

#### **Generic Duties and Responsibilities**

Below sets out the generic main duties and responsibilities of any teacher at The Sele School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, The Sele School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

#### **Teaching and Learning**

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintain records of pupils' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

### **Department**

- Carry out any reasonable subject-related duties assigned to them by the Head of Department.
- Attend department meetings and moderation meetings as requested by the Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Be familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

### **Co-Curricular**

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, or Senior Leadership Team.
- Be prepared to run or assist with activities beyond lesson times.

### **Pastoral**

- Be familiar with the School's health and safety, child protection and other guidance and be responsible for personal health and safety and that of the pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies, supervising the pupils, unless permission has been granted by the Headteacher that they be excused.

### **Other Professional Duties**

- Support and foster the aims of the School.
- Be familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in Open Day for prospective parents and pupils.
- Notify the Head of Department and Cover Officer as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year.
- Take part in the School's performance management scheme and appraisal.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

### **Safeguarding**

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with.