



# BEECHWOOD SCHOOL

## Job Description

<b>Post title:</b>	Humanities Teacher
<b>Hours of Work:</b>	8:30am – 4:30pm Monday to Friday. Term Time Only
<b>Salary:</b>	Experience Dependent
<b>Responsible to:</b>	Headteacher
<b>Main Responsibilities</b>	<ol style="list-style-type: none"><li><b>TEACHING</b><ul style="list-style-type: none"><li>Planning and preparing courses and lessons at Key Stage 3, 4 and 5.</li><li>Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.</li><li>Assessing, recording and reporting on the development, progress and attainment of pupils.</li></ul></li><li><b>OTHER ACTIVITIES</b><ul style="list-style-type: none"><li>Promoting the general progress/wellbeing of any individual group of pupils assigned to you.</li><li>Providing guidance and advice to pupils on educational and social matters.</li><li>Making records and reports on the personal and social needs of the pupils.</li><li>Communicating and consulting with the parents of pupils.</li><li>Communicating and co-operating with persons or bodies outside the School.</li><li>Participating in meetings arranged for any of the purposes described above.</li><li>Accompanying pupils on trips away from the School.</li><li>Maintaining and monitoring display work in appropriate areas of the School.</li></ul></li></ol>
<b>Monitoring, Assessment, Recording, Reporting, and Accountability</b>	<ol style="list-style-type: none"><li><b>ASSESSMENTS AND REPORTS</b><ul style="list-style-type: none"><li>Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.</li></ul></li></ol>

## Professional Standards & Development

### 4. APPRAISAL

- Participating in any arrangements that may be made for Performance Management.

### 5. FURTHER LEARNING AND DEVELOPMENT

- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

### 6. EDUCATIONAL METHODS

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

### 7. DISCIPLINE, HEALTH AND SAFETY

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

### 8. STAFF MEETINGS

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

### 9. PUBLIC EXAMINATIONS

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

### 10. ADMINISTRATION

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions.

All employees at Beechwood are expected to undertake additional duties as assigned by the Headmaster. Most instructional staff are also tutors and they would be reporting to the Heads of Year for this.

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## Person Specification

Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>NQT or QTS</li> <li>Bachelor's degree in relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree or doctorate in relevant subject.</li> <li>Recent participation in a range of relevant In-service training</li> </ul>	Production of the Applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Teaching up to A Level in a school environment.</li> <li>Highly effective teaching of History across the Key Stages as shown through strong student progress.</li> <li>Evidence of high pupil achievement from teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching up to A Level in multiple schools.</li> <li>Working as a form tutor.</li> <li>Involvement in extra-curricular activities.</li> </ul>	CV Interview Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills.</li> <li>Excellent written and verbal communicator.</li> <li>Competent user of ICT both in and beyond the classroom.</li> <li>Build successful and appropriate relationships with pupils, staff, parents, and the wider community.</li> <li>Confidence, commitment, and integrity.</li> <li>Maintain confidentiality</li> <li>Strong Excel skills.</li> </ul>		CV Interview Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Educational development of pupils and how to encourage them to reach their potential.</li> <li>Knowledge of programmes of study and assessment in History.</li> <li>Effective teaching and learning strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Recent professional development related to their subject area.</li> </ul>	Contents of the Application Form Interview Professional references

	<ul style="list-style-type: none"> <li>• Understanding of Health and Safety requirements relating to science.</li> <li>• Understanding of the importance and implementation of safeguarding procedures.</li> </ul>		
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• Professional and efficient.</li> <li>• Honesty and reliability.</li> <li>• Hard working.</li> <li>• Motivational and inspirational.</li> </ul>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>