

**Temporary**

**Grant funded**

**Teacher of Languages/Humanities**

**Three days (but not necessarily the same three days over a fortnight).**

<b>Main Responsibilities:</b>
<ul style="list-style-type: none"><li>• To provide and contribute to the teaching of literacy under the direction of the Line Manager in accordance with the appropriate teaching and learning materials and schemes of work.</li><li>• Evaluation and assessment of pupils' work and report on pupil achievement and attainment in line with school policy.</li><li>• Provide and contribute to supervisory duties, administrative routines and duties, pastoral and curricular matters in accordance with school policies</li><li>• Contribute to the work of the school as a whole and groups within it.</li><li>• Accommodate for the provision for MAT learners and accommodate the activities organised by the SEREN Foundation.</li><li>• Support the literacy skills of groups of learners to accelerate their progress across the subjects in particular those in examination years</li></ul>
<b>Day to Day Responsibilities:</b>
<ul style="list-style-type: none"><li>• Teaching all applicable areas of curriculum (Languages and Humanities)</li><li>• organising classes and taking responsibility for the progress of lessons</li><li>• maintain discipline whilst motivating pupils and facilitating their development to meet agreed targets</li><li>• planning, preparing, presenting and marking classes in an imaginative, positive, stimulating and active way, facilitating development and meeting the needs of the whole ability range within the class</li><li>• regularly reviewing classes and your teaching methods</li><li>• maintaining agreed records, including assessment and recording of pupils' development, including, as applicable insert e.g. Hods, or Senior Leadership and Management</li><li>• providing feedback of pupils' progress as required</li></ul>

- responsibility for health and safety in the classroom and in the school environment
- build and maintain cooperative relationships with both pupils and their parents/guardians
- Attend meetings/Parents' Evenings to discuss pupil progress.
- work with parents and governors to maximise their involvement in the school and the development of resources for it
- liaise, co-operate and work with others, such as insert e.g. ALNCO/Progress Managers
- meet your targets and contribute to those of the team as a whole
- support colleagues and contribute towards the smooth running of the team and the school
- adhere to and promote all school values, policies and procedures
- maintain your professional development and maintain currency with the agreed curriculum and current educational thinking and practice by personal study and attendance at courses, workshops, meetings and reviews

The duties outlined in this job description are in addition to those covered by the latest applicable Teachers' Pay and Conditions Document as modified by your Line Manager.

You will work within the framework of national legislation, including Education Acts from 1994 (and Schoolteachers Pay and Conditions Act 1987 and 1995 documents), as regularly reviewed and amended.

From time to time you may be expected to perform other duties/be part of special projects as are reasonably required of your job role.

You are responsible for your allocated workload and must meet all targets as agreed with your Line Manager. You must contribute towards the smooth running of the school generally.

**The role is part of the whole school team and as such requires you to perform such reasonable tasks that are required, as and when necessary, to maintain, promote, develop and expand the school, its pupils and its interests generally.**

**You must carry out your duties to the best of your ability, having consideration for the needs of your colleagues, the school and its pupils. You must obey all lawful and reasonable orders given to you and comply with the school's rules, procedures and policies.**

**Essential Attributes and Qualities for the Role:**

- **subject to an enhanced CRB disclosure**
- **excellent analytical, interpersonal, organisational, observation and communication skills**
- **to be motivated and dedicated to your vocation**
- **to be friendly and approachable and a team player**
- **good attention to detail**
- **demonstrable time and class management skills**
- **to be flexible and responsive to feedback**

**APPLICATIONS FROM THE PRIMARY AND SECONDARY SECTOR ARE WELCOMED.**

**APPLICATIONS FROM NQTs ARE ENCOURAGED.**