



## JOB DESCRIPTION

### Section 1: General Information

<b>Position Title</b>	RS Teacher	<b>Department</b>	Humanities
<b>Reports To</b>	Head of Humanities	<b>Probationary Period:</b>	Two Terms
<b>Location/Site</b>	Rookwood School, Weyhill Road, Andover SP10 3AL	<b>Employment Status</b>	Permanent – Part Time  Salary Grade: Rookwood Teacher Scales

### Section 2: Job Description

<b>Position Purpose</b>	<ul style="list-style-type: none"> <li>To teach RS, and a willingness to undertake other teaching duties as required by the Head of Humanities and/or Head.</li> <li>To support the daily work of the Department, including the implementation of policy decisions and the organisation of lessons.</li> </ul>
<b>Key Responsibilities</b>	<p><b>Main Duties:</b></p> <ul style="list-style-type: none"> <li>The academic performance and continuing development of all students</li> <li>Ensuring all administrative and teaching processes are completed on time and effectively</li> <li>To deliver work compatible with Key Stage 3, GCSE and A-level of the School/National Curriculum in all of its aspects</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>The teacher will be responsible for the teaching of their specialist subject(s) within the Senior School. Teaching groups may comprise either whole Form groups or sets.</li> <li>The teacher will take full responsibility for all long, mid and short term planning for their classes and be expected to maintain up to date schemes of work for the RS department.</li> </ul>

	<ul style="list-style-type: none"> <li>• The teacher will keep full assessment records for all the children in their classes; these records must be regularly updated. The teacher will also produce regular reports for parents, as required by the Deputy Head (Academic).</li> <li>• The teacher will notify the Head of Humanities should there be any concerns about a child and will liaise with parents where appropriate.</li> <li>• The teacher will liaise with the SENCO where appropriate and ensure that they are up to date with pupils' educational needs.</li> <li>• The teacher will be prepared to undertake any tasks necessary for the smooth running of their classes and the department and/or the School as a whole.</li> <li>• The teacher will attend Parents' Evenings and other school functions such as Open days.</li> <li>• The teacher will attend regular departmental meetings, senior school meetings, full Staff Meetings and Inset days.</li> <li>• The teacher will share in a weekly rota for duties – break time, lunchtime, before and after school – as required by the Head.</li> <li>• Any teacher may be required to act as a Form Teacher, and as such will be expected to take an interest in the welfare and academic progress of pupils in the Form and to liaise with other staff when problems arise. The Form Teacher is responsible for registering the pupils at the beginning of the morning and afternoon sessions, and will organise Form assemblies as required. Other specific tasks are listed in the Staff Handbook.</li> <li>• The teacher may be asked to work alongside other professional colleagues including LSAs and NQTs on occasions, ensuring that all instructions and directions are well-planned and carefully explained.</li> <li>• The teacher will be expected to take part in the life of the school, e.g. organising extra-curricular activities either at lunchtime or after school, attending school functions, organising visits out of school for the pupils.</li> <li>• The teacher will uphold and support the policies of the school, as laid out in the Staff Handbook and the School Policies File. He/she will educate the children with care and consideration, whilst expecting a high standard of discipline and behaviour.</li> <li>• The teacher will be responsible on a day-to-day basis to their line manager (Head of Humanities) then to a Deputy Head or Head and ultimately to the School Board, overseen by Inspired Learning Group (ILG).</li> </ul> <p><i>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</i></p>
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Proven evidence of other further professional development</li> <li>• </li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching A-level</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A commitment and thorough understanding of how their subject specialism in Key Stages 3, 4 and 5 should be taught</li> <li>• Knowledge of the National Curriculum within the subject area</li> <li>• Ability to analyse, understand and interpret data and information</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to keep up to date in subject knowledge and national developments</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with both adults and children</li> <li>• Willingness and ability to work as part of a team</li> <li>• Decision making skills – ability to investigate, solve problems and make decisions</li> <li>• Communication skills (both oral and in writing) – the ability to make points clearly and understand the views of others</li> <li>• Ability to develop new ideas</li> <li>• The ability to set standards and provide a role model for students and others staff in teaching and learning within their specialism</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>
<b>Work-related Personal Qualities/Behaviors</b>	<ul style="list-style-type: none"> <li>• Personal impact and presence</li> <li>• Energy determination and perseverance</li> <li>• Self confidence</li> <li>• Enthusiasm and commitment</li> <li>• Reliability and integrity</li> <li>• The ability to prioritise own time, work under pressure and to deadlines with a sense of balance and perspective</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be an effective team player that works collaboratively and effectively with others</li> <li>• Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example</li> <li>• Suitability to work with children</li> <li>• Confidence, warmth, sensitivity, reliability and enthusiasm</li> </ul>
<b>Equal Opportunities and Commitment</b>	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p><b>Demonstrate a commitment to:</b></p> <ul style="list-style-type: none"> <li>• safeguarding and child protection</li> <li>• equalities</li> <li>• promoting the school's vision, values and ethos</li> <li>• high quality, stimulating learning environment</li> <li>• relating positively to and showing respect for all members of the school and wider community</li> <li>• ongoing relevant professional self-development</li> </ul> <p>All employees at Rookwood School have an individual responsibility to safeguard and promote the wellbeing of children and young people or adults at risk in their care.</p> <p><b><i>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i></b></p>

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: \_\_\_\_\_

(Please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

(Please print)

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_