



Job Description

Abbot's Hill School recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

Job Title	Senior School Teacher – Religious Studies
Responsible to	Teachers are responsible to the Head through the Head of their section of the School. On a day-to-day basis they are directly responsible to the relevant Head of Department.
Date Required	September 2019
Purpose of Role	To primarily teach KS3 and KS4 pupils but some flexibility is desirable to teach pupils within the Prep School.
Key Relationships	
Internal:	Deputy Head Senior School Management Team (SSMT) Head of Department/Faculty Relevant Head of Year SENCO and Senior School Learning Support Co-ordinator
External:	Parents and Guardians
Main responsibilities/duties	<p>To carry out their role in accordance with the Teachers' Standards and, if appropriate, Post Threshold Standards.</p> <p>In particular:</p> <p>Academic</p> <ul style="list-style-type: none"> • To contribute to the teaching of the Department(s) in which you work. • To participate in the development of appropriate specifications, materials and schemes of work. • To organise the class administration, resources and displays, within the classroom, but also to enhance the School as a whole. • To establish discipline and good pupil management ensuring a suitable atmosphere in which pupils can work. • To ensure that each pupil reaches their potential and that all pupils work at a level commensurate with their ability. • To maintain a sympathetic professional attitude towards pupils and colleagues.

<p>Main responsibilities/duties</p> <p>(continued)</p>	<ul style="list-style-type: none"> • To complete Grade Cards and reports within prescribed time scales and in accordance with the guidelines issued. • To seek opportunities to develop professional skills and expertise and to contribute to regular professional development and CPD. • To provide support to the Head of Department/Faculty generally with a view to continuous development of the department. • To participate in the delivery of the School's pastoral and academic tutorial system • To communicate effectively with pupils, parents and colleagues by responding promptly to letters, emails and queries and by attending relevant meetings, Parents' Consultation evenings and other events. • To maintain accurate records of pupils progress for external and internal use by writing assessments, reports and testimonials in a fair, consistent and timely manner. • To assess pupil's work systematically and use the results to inform future planning and teaching. • To ensure that tracking of pupils is completed in line with School and department policy. • To set homework regularly, in accordance with the Senior School schedule, to consolidate and extend learning and to encourage pupils to take responsibility for their own learning. • To support colleagues and the Head of Department/Faculty by covering absences, developing new courses and teaching methods, offering ideas, sharing experience and assisting with general administrative or other reasonable tasks. • To make effective use of ICT to enhance pupils' learning. • To attend regular departmental meetings and whole School meetings. • To assist in departmental trips and educational visits. • To be familiar with and adhere to School and departmental handbooks and policy documents. <p>Pastoral</p> <p>To be part of a Tutor Team and provide pastoral support for the pupils in your care; this responsibility includes:</p> <ul style="list-style-type: none"> • To take registration accurately and punctually in the morning and read out Register Notes. • To check Study Diaries once per week to ensure pupils are writing down the work correctly and understand what they are to do and check that parents are signing the diary weekly (Years 7 & 8). • To discuss academic progress with tutees on a regular basis, and to discuss Grade Cards and Reports. • To encourage tutees to observe the School Code of Conduct. • To check that tutees are following school rules including uniform and signing in/out procedures. • To give advice on personal organisation and time management.
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<p>Main responsibilities/duties</p> <p>(continued)</p>	<ul style="list-style-type: none"> • To be aware of pupils who present difficulties in any way and agree appropriate actions. • To apply positive reinforcement of good work and behaviour at every opportunity. • To help the tutor group support Clan activities, sports activities, charity activities and any other activities. • To manage parental queries with the help/support of the HOY and SSMT. • To keep the Daybook updated and review entries, picking up pupils' positive and negative entries. • To oversee the logging of Clan Points by pupils in your Tutor group. • To attend School and HOY assemblies where required and lead them as required. • To attend events i.e. coffee morning specific to the Year Group, social events for the Year group, etc. • To attend Year group meetings.
<p>Additional requirements</p>	<ul style="list-style-type: none"> • To contribute to the School's extra-curricular programme, particularly but not exclusively within the department. • To support activities within the School. • To participate in duty rosters for break, lunch and prep duties. • To attend School Open Mornings/Afternoons and other major School events such as Carol Service, GCSE Presentation Evening, Commemoration Day, etc. • To complete all administrative tasks e.g. academic reports, report cards, Round Robins, etc, by the deadlines set. • To be aware of basic first aid measures for asthma, diabetes, allergic reactions or other known medical conditions. • To continue to meet the Upper Pay Scale standards where applicable, making a sustained and substantial contribution to the School.
<p>General requirements</p>	<ul style="list-style-type: none"> • To carry out all duties in accordance with Abbot's Hill School's Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate. • To comply with Abbot's Hill School's operating policies and procedures as issued from time to time. • To assist in maintaining discipline, neat appearance, good behaviour, health and well-being of pupils on and off school premises by implementing school policies. • To contribute to self-development with support from Abbot's Hill. • To carry out any other duties that might reasonably be required from time to time according to the needs of the school.

Knowledge and experience	<ul style="list-style-type: none"> • Graduate or equivalent. • Qualified Teacher Status with some relevant experience of teaching KS3 and KS4. • Effective teaching experience to GCSE. • Excellent communication and interpersonal skills. • Ability to prioritise and meet deadlines. • Pro-active and highly organised. • ICT literate with excellent administrative skills. • Self-motivated, with a commitment to continuous improvement.
Skills required	<ul style="list-style-type: none"> • Determination to complete a task or action and get the job done on time and to the appropriate standard. • Communicates clearly orally and in writing. • Shows good judgment in a range of situations. • Gathers, analyses and evaluates information to achieve the best outcome for the individual child. • Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively. • Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity. • Manages own time and information in an effective manner and makes best use of resources available. • Is adaptable, flexible and resourceful and able to respond to, and manage, change. • Represents the department and School in a professional manner.
Checking Process	<p>The successful candidate will be expected to undergo Pre-employment checks including Disclosure and Barring checks will be required to present a continuous work history record and to provide references acceptable to Abbot's Hill School.</p>
Privacy Notice	<p>For information, the School's Privacy Notice can be found at: https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf</p>