

Job Description

Title of post	<i>Teacher of the Hive (KS2/KS3)</i>
Salary	<i>MPS/UPS</i>
Hours of work	<i>Full time. Permanent. 32.43 hours per week.</i>
Line manager and responsible for reviews	<i>Assistant Headteacher Quality of Education - Inclusion</i>

Purpose of the Post

To provide and be accountable for high quality teaching and learning, contributing to the development of outstanding progress across 'the Hive' provision in line with the stated aims and objectives of Harrogate High School.

All teachers are expected to demonstrate high standards of personal and professional conduct and as a minimum, act within the statutory frameworks which set out professional duties and standards inside and outside Harrogate High School.

Harrogate High School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Harrogate High School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Harrogate High School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Harrogate High School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

Teaching

- To teach within the Hive in accordance with scheme of work, plan, deliver and review high quality lessons which are appropriate to the age and ability of the students to facilitate progression in all students' learning.
- Liaise with Subject Leads to ensure that learning is adapted for students in the Hive group whilst maintaining fidelity to the mainstream curriculum.
- Provide regular homework and out of class activities to consolidate and extend learning.

- Provide regular constructive feedback and marking, promoting high standards of presentation in line with Harrogate High School guidelines.
- Assess, record and report on the development, progress and attainment of the students within the Harrogate High School guidelines and assessment cycles.
- Manage student behaviour and movement inside and outside the classroom ensuring that high standards are maintained in line with Harrogate High School policy and the safety and welfare of all students.
- Create a stimulating and positive learning environment which makes effective use of a range of different learning resources.
- Ensure students are entered for appropriate exams and prepare students for exams.
- Communicate effectively with parents/carers with regard to student progress, achievement and well-being in line with Harrogate High School process and calendar.
- Provide and facilitate the general progress and well-being of any student providing appropriate guidance and advice.
- Implement the Harrogate High School policy with regard to registration, student absence, dress code ensuring follow up action where necessary.

Management

- Work with learning support staff and maximise their effectiveness in the classroom.
- Participate in full staff and departmental meetings and contribute to Harrogate High School decision making and consultation procedures.
- Develop effective professional relationships with others.

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, school information management systems (SIMS), E-mail).
- Keep abreast of curriculum developments in relevant area.
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.

Administration

- Research, design and produce teaching materials and resources which are appropriate to age and ability of Hive students and are in accordance with the Harrogate High School Development Plan.
- Use relevant data to plan, set targets and monitor progress of students.

Wider Responsibilities

- To be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor.
- UPS 3 teachers provide a role model for teaching and learning, making a distinctive contribution to the raising of student standards and contributing effectively to the work of a wider network of colleagues. Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.
- Engage in the Harrogate High School Performance Management process, and professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the Harrogate High School goals and Development Plan.
- Contribute to extra-curricular provision within Harrogate High School carry out a share of supervisory duties in accordance with published rotas.

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the Harrogate High School equal opportunities policies and practice.
- Maintain the confidential nature of information relating to Harrogate High School, its students, parents and carers acting in accordance with General Data Protection Regulation (GDPR) at all times.
- Contribute to and support the overall life, work/aims and ethos of Harrogate High School.
- Participate and engage in training and appraisal as required.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.