



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

JOB DESCRIPTION

Teacher of Urdu

CONTRACT:

Permanent contract

NAME:

SALARY SCALE:

MPR / UPS

JOB DESCRIPTION:

Effective from: September 2025

JOB TITLE:

Teacher of Urdu

- ***This job description should be read and implemented in conjunction with the National Professional Standards for Qualified Teacher Status. Your professional development should demonstrate substantial and sustained progress leading towards the next appropriate level of Performance Related pay***

JOB PURPOSE:

- To provide effective teaching and learning in the school, to achieve the outcomes required by Government Regulations and the school improvement plan adopted by the Governing Body.

PROFESSIONAL DUTIES - CLASS ROOM TEACHER:

- To undertake the duties and responsibilities of a classroom teacher as required by the head teacher (see extract from School Teachers' Pay and Conditions Document attached).
- To plan, teach, mark and assess subject and related courses across the Key Stages to examination level and make an impact on the educational progress of pupils.
- To develop teaching of alternative courses where required.
- Work with the Heads of year to meet individual needs and support learning
- To work with the MFL department in devising and reviewing key departmental documentation which reflects the changing styles of teaching and supports the development of personalised learning.
- To support the development and implementation of whole school and faculty planning and policies at classroom level.
- To provide effective teaching and learning in the school, to achieve the outcomes required by Government Regulations and the school improvement plan adopted by the Governing Body.

- To share in the development of the whole school website and process of developing e-learning.
- To develop and maintain a stimulating and challenging working environment in the teaching base utilising available support to maintain current displays which enhance learning.
- Co-operate in the planning and teaching of cross-curricular strands.
- To contribute to the development of working practices which support progression between Key Stages.

PROFESSIONAL DUTIES - APPRAISAL:

- To participate in and take responsibility for own professional development and use the outcomes to improve teaching and pupils' learning – sharing this expertise with colleagues.
- To participate in Appraisal in accordance with the generic school plan for Appraisal.

PROFESSIONAL DUTIES - GENERAL:

- To safeguard the pupils in your care and in the course of your work around schoolworking within the guidance and statutory requirements for Safeguarding, Equal Opportunities, Anti-Bullying, Anti-Racist and Whistle Blowing Policies
- To promote Fundamental British Values, community cohesion and citizenship
- To teach second or additional subjects when required in consultation with line manager and Curriculum Deputy.
- To act as a Form Tutor, deliver elements of PSHCE and Citizenship and share in the pastoral responsibilities of the school.
- To liaise with Heads of Year directly as a Form Tutor and via the Head of Department for subject referrals to support individual and group needs.
- To ensure that Health and Safety regulations are observed and to take responsibility for reporting any deficiencies.
- To undertake any other professional duties as defined in the School Teachers Pay and Conditions Document.

LINE MANAGEMENT - RESPONSIBILITY TO AND FOR

- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school, and to report for the purposes of day-to-day management to the Performing Arts Faculty Leader.

CONDITIONS OF EMPLOYMENT:

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

SPECIAL CONDITIONS:

- The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

REVIEW AND AMENDMENT:

- This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation, by _____

(Signature of Head Teacher or designated member of the leadership team)

Agreed after consultation, by _____

Date: _____

¹ For guidance on a definition of line management and examples of the way in which a teacher can be expected to assist with the management of conditions of service and employment, see the authority's annual advice on the School Teachers' Pay and Conditions Document.

- **The confirmed appointment is subject to the receipt of two supporting references. Appointees will also be asked to complete a pre-employment Health Check for the Local Authority.**
- **Hodge Hill Girls' School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment and provide the necessary information regarding Right to Work and DBS checks.**

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY

