



## Teacher – Job Description

**JOB TITLE:** Teacher

**NJC SCALE RANGE:** MPS/UPS

**Responsible to:** Head of Department

**Purpose:**

- To contribute to the work of the department in maximising the achievement of all students
- To be accountable for the highest standards of achievement by all students taught, by monitoring, supporting and evaluating student achievement and setting targets for improvement

**The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**You are expected to meet the DfE Teachers' Standards.**

**Particular duties**

Under the direction of the Head of Department and the overall direction of the Headteacher.

**General Duties:**

- To act professionally, as a positive role model for students
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- To assess, record and report on the development, progress and attainment of students
- To participate in arrangements for preparing students for external examinations, assessing students for the purpose of such examinations, recording and reporting such assessments; and participating in arrangements for students presentation for, and conducting, such examinations
- To assist in making appropriate arrangements for classes when staff are absent
- To exercise due caution and observe Health and Safety requirements in the conduct of their work

**Main Duties:**

**Planning, Preparation and Assessment**

- To plan and prepare courses and lessons, teaching, according to their educational needs, assigned students, including the setting and marking of work carried out by students in School and elsewhere
- To contribute to the whole School planning activities

**Curriculum Provision**

- To respond to curriculum development and initiatives at national, regional and local levels
- To share resources and to adhere to subject area policies, plans, targets and practices within the context of the School aims and policies

- To provide or contribute to written assessments, reports and references regarding the development, progress and attainment of all students taught

#### **Staff Development**

- To undertake appropriate CPD in line with School and departmental priorities
- To participate in the arrangements made for Performance Management Review
- To review, from time to time, methods of teaching and Schemes of Work
- To participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet the needs identified in Performance Management objectives

#### **Quality Assurance**

- To participate in lesson observations in line with School policy and seek to implement modification and improvement where required
- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed School procedures, including evaluation against quality standards and performance criteria

#### **Judge standards**

- To agree, set and review targets for individual students and classes taught
- To discuss work, progress and attitudes with students

#### **Evaluate teaching and learning**

- Contribute to the evaluation of Schemes of Work to ensure that they focus on consistent and effective teaching and learning

#### **Communication**

- To provide effective communication/consultation as appropriate with the parents of students
- To communicate and co-operate with persons or bodies outside the School and participate in meetings arranged for the purposes of student progress

#### **Personal Development and Wellbeing**

- To promote and safeguard the welfare of children and young persons for whom specifically responsible or with whom there is contact
- To monitor and support the overall progress and well-being of individual students and class or groups of students.
- To ensure the Behaviour Management Policy is implemented, maintaining good order and discipline and safeguarding the health and safety of students, so that effective learning can take place, both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.
- To make records on the personal and social needs of students.
- To positively use the School rewards system and sanctions and undertake appropriate actions
- To ensure that all students understand and are able to complete their work
- To ensure that all students complete their homework and coursework within set deadlines
- To contribute to PSHE, Citizenship and Enterprise Education according to School policy, providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description or to undertake alternative duties as agreed with the Headteacher.

#### **Marketing and Liaison**

- To take part in marketing and liaison activities such as Open Evenings and events with primary schools
- To contribute to the process of effective subject links with external agencies

**Administration**

- To participate in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School
- To participate in meetings relating to pastoral and SEN arrangements for students as required
- To attend assemblies, registering attendance of students and supervising them
- To ensure that students are registered promptly and accurately using the electronic register wherever possible, whilst the group is silent
- To maintain appropriate records and to provide relevant, accurate and up-to-date information for the School management system
- To complete the relevant documentation to assist in the tracking of students
- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the School

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of the Conditions of Employment
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying them out
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder

## Teacher Person Specification

Qualifications and experience	Essential	Desirable
Qualified Teacher status	✓	
Honours degree in relevant subject	✓	
Evidence of commitment to own professional development	✓	
Successful teaching experience across the secondary age range	✓	
Track record of good to outstanding teaching with recent evidence	✓	
High quality ICT skills	✓	
<b>Personal qualities</b>		
A creative and strategic thinker	✓	
Stamina, energy, resilience and sense of humour	✓	
Ability to work effectively and flexibly within a team	✓	
Ability to foster enthusiasm, enjoyment and confidence in learning	✓	
Ability to inspire, motivate and support students and staff	✓	
Ability to speak with confidence in a variety of contexts	✓	
High expectations of self, students and colleagues	✓	
Excellent interpersonal skills	✓	
Ability to prioritise tasks	✓	
Willingness to become involved in extra-curricular and school wide activities		✓
<b>Knowledge and Understanding</b>		
The ability to plan strategically	✓	
The ability to monitor and evaluate the outcome of planning	✓	
The ability to lead and understand change, creativity and innovation	✓	
Knowledge and understanding of the processes of self-evaluation in relation to school improvement	✓	
Knowledge and understanding of strategies for raising attainment and achievement of all students	✓	
Knowledge and understanding of strategies for improving behaviour	✓	
Knowledge and understanding of the use of assessment for learning	✓	
Knowledge and understanding of new technologies and their use and impact to support learning		✓
Knowledge and understanding of the collection and use of data to support achievement	✓	
Skills in maintaining high standards of discipline and behaviour to support	✓	
Commitment to equal opportunities	✓	
Understanding of and commitment to safeguarding	✓	
The ability to communicate orally and in writing at all levels	✓	
Tact, discretion and the ability to maintain confidentiality	✓	