

### *Accountabilities*

**Delivery of high quality teaching**

**Delivery of National Curriculum syllabus and Schemes of Work demonstrating differentiation**

**Progress of individual students in their care to reach their targeted academic achievement**

**Classroom management**

**Behaviour of students and their needs**

**Marking and Assessment**

**Professional awareness**

### *Task to be completed*

#### **You should:**

- Carry out the duties of a school teacher as set out in the current school teacher pay and conditions document and in accordance with the Core National Standards for Teachers (2007).
- Share the aims and vision of The King Edmund School and assist the SLT in achieving them.
- Maintain high expectations and standards of all students for which you are responsible.
- Act as a positive role model to students and other staff. In your professional capacity make sure that you present the interests / aims of the school at all times in a positive light.
- Provide stimulating lessons which are varied in the range of teaching strategies used, resources provided and suit the demand of all learners.
- Follow agreed schemes of work/syllabuses within the Faculty.
- Understand all the syllabi, SoW and examination criteria for the classes you teach.
- Incorporate new technologies into your delivery such as using the Interactive Whiteboard within your teaching where appropriate.
- Follow all policies set out by the school. If in doubt, clarify with your line manager.
- Keep abreast of changes in pedagogy and national strategies and engage in your own professional development.
- Work as a team member and ensure that you share resources and ideas within your subject area.
- Communicate progress with parents, carers and Directors of Faculty/Coordinators of Subject.
- Feedback should be timely and show students how they can make progress in their own learning through the use of both formative and summative comments and through the use of the AfL strategy.
- Provide a safe and orderly environment for learning and conduct necessary risk assessments for in school or out of school activities.
- Observe all deadlines set for the completion of tasks such as reports.
- Maintain an up-to-date planner which should include lesson plans and marks of assessments etc.
- Make the best use of lesson time through ensuring that you are on time for all lessons and that tasks allow for pace and challenge whilst giving students the opportunity to complete tasks set.
- Act upon constructive feedback offered by other professionals in order to strive for the highest quality of teaching.

## GENERIC JOB DESCRIPTION FOR ALL TEACHERS

- Set home learning according to the home learning policy and in line with the school home learning timetable.
- Keep up to date with legislation regarding safeguarding of students.
- Attend Faculty and or Pastoral meetings and Staff meetings.
- Contribute to the creation and continuous development of resources and assessments within your Faculty.
- Reflect on current practice and the practice of others to enable development of teaching strategies.
- Maintain good order and discipline amongst students, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of your own performance.
- Contribute to the life of the school through meetings, assemblies, school functions, where appropriate.
- Report any activity which you deem as contrary to the aims of the school to the relevant person follow the Whistle Blowing policy.
- Undertake any duties which may be reasonably assigned by the Headteacher.

**This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and after discussion.**

Post Holder signature ..... Date .....

Headteacher signature ..... Date .....

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file.*

**THE KING EDMUND SCHOOL POST DESCRIPTION**

<b>Postholder:</b>	
<b>Post Title:</b>	Teacher
<b>Responsible to:</b>	Director of Faculty
<b>Responsible for:</b>	The utilisation, training and welfare of staff. All students in your charge in respect of teaching and welfare responsibilities.
<b>Liaising with:</b>	Other faculty staff, other teachers, educational support staff, advisors and parents.
<b>Duties:</b>	To carry out the duties of a school teacher as set out in the current STRB document, and subject to any government legislation and Governors Policies
<b>Purpose:</b>	To raise standards of student attainment and achievement with your classes and/or tutor group and to monitor and support student progress.  To be accountable for student progress and development within your classes and/or tutor group.  To support and enhance the specialist status of The King Edmund School
<b>Post Allowance:</b>	Nil
<b>Working time:</b>	190 days plus 5 days equivalent in-school training
<b>Responsibilities:</b>	<b><i>As per the Generic Job specification for teachers at The King Edmund School</i></b>

Post Holder signature ..... Date .....

Headteacher signature ..... Date .....

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