

BEAUCHAMPS HIGH SCHOOL

Job Description



Job Title: Teacher

The professional duties of all teachers (other than the Headteacher) are set out in the School Teachers' Pay and Conditions Document (STCP) and describe the duties required of all mainscale/upper scale posts. In addition, the description of the requirements of the post of Teacher at Beauchamps High School, along with any particular duties expected of the postholder, have been set out below.

Purpose of the job:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated Curriculum Area as appropriate
- To monitor and support the overall progress and development of students as a teacher/form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Main (Core) Duties:

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area
- To contribute to the Curriculum Area's development plan and its implementation
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities

Curriculum Provision

- To assist the Subject Leader and SLT to ensure that the Curriculum Area provides a range of teaching which complements the school's strategic objectives
- To ensure the needs of the Gifted & Talented and those with SEN are addressed in the lesson

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies, and the school's vision, mission and strategic objectives

Staffing

- To take part in the school's Staff Development Programme by participating in the arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relationships within the school

Quality Assurance

- To help implement school quality procedures and to adhere to these
- To contribute to the process of monitoring and evaluation of the Curriculum Area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems, registers, etc.
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning

Communications

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications within the school

Marketing and Liaison

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

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students

Pastoral System

- To be a Form Tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- To liaise with the ECM Team and Form Tutors to ensure the implementation of the school's Pastoral System
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life

Assessment

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and Citizenship and Enterprise according to school policy
- To apply Behaviour Management systems so that effective learning can take place

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students, and to keep such records as are required
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school's subject specialisms of Business and Vocational Education are reflected in the teaching and learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To mark all work according to the school's marking policy

Learning Outcomes

- To ensure students achieve sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment
- To ensure students are well prepared for any tests and examinations in their Curriculum Area

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To undertake any other work of a similar level as specified by STPC or reasonably requested by SLT or line manager

Duties specific to the post**Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title

Date: March 2021