

Job Description: Teacher

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| Purpose: | <ul style="list-style-type: none"> <input type="checkbox"/> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. <input type="checkbox"/> To monitor and support the overall progress and development of students as a teacher/ Form Tutor <input type="checkbox"/> To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. <input type="checkbox"/> To contribute to raising standards of student attainment. <input type="checkbox"/> To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. |
| MAIN (CORE) DUTIES | |
| Operational/ Strategic Planning | <ul style="list-style-type: none"> <input type="checkbox"/> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area. <input type="checkbox"/> To contribute to the subject's development plan and its implementation. <input type="checkbox"/> To plan and prepare courses and lessons. <input type="checkbox"/> To contribute to the whole school's planning activities. |
| Curriculum Provision: | <ul style="list-style-type: none"> <input type="checkbox"/> To assist the subject leader in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives. |
| Curriculum Development: | <ul style="list-style-type: none"> <input type="checkbox"/> 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 strategic objectives. |
| <u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff | <ul style="list-style-type: none"> <input type="checkbox"/> To take part in the school's staff development programme by participating in arrangements for further training and professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods. <input type="checkbox"/> To engage actively in the Performance Management Review process. <input type="checkbox"/> To ensure the effective/efficient deployment of classroom support <input type="checkbox"/> To work as a member of a designated team and to contribute positively to effective working relations within the school. |
| Quality Assurance: | <ul style="list-style-type: none"> <input type="checkbox"/> To help to implement school quality procedures and to adhere to those. <input type="checkbox"/> To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. <input type="checkbox"/> To review regularly methods of teaching and programmes of work. <input type="checkbox"/> To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions. |
| Management Information: | <ul style="list-style-type: none"> <input type="checkbox"/> To maintain appropriate records and to provide relevant accurate and up-to-date information for CMIS, registers, etc. <input type="checkbox"/> To complete the relevant documentation to assist in the tracking of students. <input type="checkbox"/> To track student progress and use information to inform teaching and learning. |

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| Communications: | <ul style="list-style-type: none"> <input type="checkbox"/> To communicate effectively with the parents of students as appropriate. <input type="checkbox"/> Where appropriate, to communicate and co-operate with persons or bodies outside the school. <input type="checkbox"/> To follow agreed policies for communications in the school. |
| Marketing and Liaison: | <ul style="list-style-type: none"> <input type="checkbox"/> To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and liaison events with other/partner schools. <input type="checkbox"/> To contribute to the development of effective subject links with external agencies. |
| Management of Resources: | <ul style="list-style-type: none"> <input type="checkbox"/> To contribute to the process of the ordering and allocation of equipment and materials. <input type="checkbox"/> To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources and the learning environment. <input type="checkbox"/> 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: | <ul style="list-style-type: none"> <input type="checkbox"/> To be a Form Tutor to an assigned group of students. <input type="checkbox"/> To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. <input type="checkbox"/> To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. <input type="checkbox"/> To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life <input type="checkbox"/> To evaluate and monitor the progress of students and keep up-to-date student records as may be required. <input type="checkbox"/> To contribute to the preparation of Action Plans and progress files and other reports. <input type="checkbox"/> To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. <input type="checkbox"/> 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 <input type="checkbox"/> To contribute to PSHCE and citizenship and enterprise according to school policy <input type="checkbox"/> To apply the Behaviour management systems so that effective learning can take place for all students. |
| Teaching: | <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. <input type="checkbox"/> To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. <input type="checkbox"/> To ensure that ICT, Literacy, Numeracy and school subject specialism are reflected in the teaching/learning experience of students <input type="checkbox"/> To undertake a designated programme of teaching. <input type="checkbox"/> To ensure a high quality learning experience for students which meets internal and external quality standards. <input type="checkbox"/> To prepare and update subject materials. <input type="checkbox"/> To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. |

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| | <ul style="list-style-type: none"> □ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and study. |
| | <ul style="list-style-type: none"> • 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. |
| Other Specific Duties: | |
| <ul style="list-style-type: none"> • 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 support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. □ To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. • To follow the guidelines on 'Safeguarding Children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with. | |
| <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> | |
| <p>- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> | |
| <p>- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> | |
| <p>- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> | |
| <p>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.</p> | |

The School and Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Updated September 2016