Secondary Teaching Job Description

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| Areas of Responsibility | Expectation |
| Hours of Work | * Teaching hours: 7.55– 15.15: you are expected to be in the building 30mins before and after your formal responsibilities.
* 1 Hour staff meeting each week
* 20min briefing each week
* 1 hour club each week
* Termly parents evenings
* Two working evenings per term (eg, Performances or other)
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| Teaching and Learning | * Provide innovative and engaging learning experiences for all children in the classroom
* Follow the curriculum, syllabus and yearly objectives provided by SMT
* Provide opportunities for whole-class, paired, group and independent work for all children throughout the year
* Ensure children have a range of learning experiences, including out of the classroom
* Deliver ‘outstanding’ lessons 90% of the time which are purposeful and meaningful
* Monitor learning with precision and report any concerns to SMT immediately
* Monitor and update IEPs when required
* Monitor the effectiveness of any interventions in a timely and ongoing manner
* Engage in meaningful CPD
* Be accountable for the progress of each child in your class
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| Pastoral | * Be dutiful in recognising pastoral needs of all children in your class and within the school
* Address emotional needs within your class and individual children
* Report ALL concerns to the appropriate line manager according to procedure
* Follow the safeguarding policy
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| Behavioural | * Enforce the school’s behavioural policy at all times, both in your classroom and around the school
* Be a positive role model to all children, setting an excellent example at all times
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| Planning | * Plan lessons based on progress assessment that are differentiated to meet the needs of each individual in the class
* Prepare weekly plans for Maths and English
* Set and mark homework on a weekly basis
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| Assessment | Formative* Track progression carefully in all lessons
* Use continual assessments to inform planning
* Report concerns about progress on a half-termly basis through Pupil Progress Meetings
* Follow assessment policies
 | Summative* 2 full term report for each child
* Mid-term report for each child
* Supervise and mark summative assessments when required
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| Health and Safety  | * Report any concerns to HOS
* Remain vigilant and pro-active in matters of health and safety
* Ensure children’s safety is considered during all learning experiences
* Maintain an accurate medical record for any children with specific needs in your classroom and inform any additional adults who work with them
* Follow up on any absence due to sickness
* Supervise children in case of emergency i.e. fire drills or earthquakes
* Make a risk assessment for any trips outside of the school and hand to HOS 48 hours before the trip
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| Administration | * Keeping accurate records of progress as advised by SMT
* Maintain a class register and follow up on absences
* Order any resources needed at least one week in advance
* Plan and carry out a risk assessment of at least one school-trip per year
* Ensure you are up to date on all current policies
* Hand in all books, keys and records as and when required by the school manager
* Keep an audit of school resources in your classroom
* Inform maintenance of any issues you notice around the school
* To meet all deadlines given in advance by SMT unless mutually agreed otherwise
* Prepare a transition pack for the next teacher as outlined by SMT
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| Duties | * Cover boarding duty on a scheduled rota (1.5 hours per session, no more than 3 per term)
* Break, lunch or after school duty per week
* Lead at least one class assembly per year
* To attend all assemblies and register students when required
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| Parental Involvement | * To check homework diaries and respond to any parental comments in a timely manner
* Communicate any concerns over a child with parents with SMT support
* Make yourself available to discuss matter with parents at their request
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| Professional Conduct | * At all times, behave in a professional manner both in and outside of the school
* Undertake a monitoring or training role as part of the mutually beneficial development of other staff at Isamilo school
* Follow the dress code as outlined
* Treat all colleagues with respect at all times
* Communicate effectively with all parties including: parents, colleagues and SMT
* Adhere to deadlines and expectations from the Head of Secondary
* Inform HOS immediately if you are unable to carry out any of your responsibilities
* In case of absence from school, inform HOS and Senior teacher at 6.45am on the day of absence or earlier where possible. Attend a back-to-work meeting with HOS on return and provide medical notes when necessary as outlined in your contract
* Report any concerns or issues to your direct line manager according to the staffing structure: concerns regarding the line manager should be taken to the Head Teacher
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