 **Teacher Job Description**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**OUR VISION**

DEVELOPING SUCCESSFUL 21ST CENTURY CITIZENS

**OUR MISSION**

To achieve our goals through thinking, learning and caring

**THINKING means**

**SEEING THE BIG PICTURE**

* Thinking for ourselves
* Thinking for the future
* Creativity without borders
* Making responsible decisions

**LEARNING means**

**ALL LEARNING ALL THE TIME**

* Creating opportunities and extending our limits
* Achieving our goals
* Teachers make it happen
* Celebrating success

**CARING means**

**EVERYONE VALUED**

* Strength in belonging to our school community
* Supporting and being supported
* Being safe, secure, happy and healthy
* Respecting ourselves, others and the world around us

Fasail Yasin

April 2016

DATE OF REVIEW May 2018

**Section:** British Senior School

**Job Title:** Teacher

**Reports To:** Head of Department

**Liaise with**

Other members of the Department; Key Stage Coordinator (where applicable); Assistant Principal (Teaching and Learning); Assistant Principals of Key stages

**Job Purpose**  
  
To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head of Secondary.  
To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

**Areas of Responsibility and Key Tasks**

**Planning, Teaching and Class Management**  
  
Teach allocated students by planning their teaching to achieve progression of learning through:

* identifying clear teaching objectives and specifying how they will be taught and assessed;
* setting tasks which challenge students and ensure high levels of interest;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment;
* be aware of and make provision for students who are SEN, more able, or who have other particular individual needs;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* making effective use of assessment and ensure coverage of programmes of study;
* ensuring effective teaching and best use of available time;
* maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
* using a variety of teaching methods to:

                        i.          match approach to content, structure information, present a set of key ideas and use appropriate vocabulary  
                        ii.          use effective questioning, listen carefully to students, give attention to errors and misconceptions  
                        iii.         select appropriate learning resources and develop study skills.

* ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluating own teaching critically to improve effectiveness;
* ensuring the effective and efficient deployment of classroom support (where available);
* liaise with the HoD to ensure the implementation of department policy and best practice.

**Monitoring, Assessment, Recording, Reporting**

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* mark and monitor students' work and set targets for progress;
* assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
* undertake assessment of students as requested by examination bodies, departmental and school procedures;
* prepare and present informative reports to parents; Ensure that they are graded appropriately and completed on time.
* undertake assessment of students and participate in the school’s system of reporting to parents.

**Curriculum Development**

* Have lead responsibility for an aspect of the department’s work and develop plans which identify clear targets and success criteria for its development and / or maintenance;

**Pastoral Duties**

* be a Form Tutor to an assigned group of students;
* promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
* liaise with the Assistant Principal to ensure the implementation of the school's pastoral system;
* register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
* contribute to the preparation of Action Plans and progress files and other reports;
* alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
* communicate, as appropriate, with parents of students, after consultation with appropriate staff;
* contribute to PSHE according to school policy.

**Other Professional Requirements**

* have a working knowledge of teachers' professional duties and legal liabilities;
* operate at all times within the stated policies and practices of the school;
* know subject(s) or specialism(s) to enable effective teaching;
* take account of wider curriculum developments;
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* endeavour to give every child the opportunity to reach their potential and meet high expectations;
* co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
* Ensure that high quality and up-to-date displays are maintained in main teaching room at all times.
* take responsibility for own professional development and duties in relation to school policies and practices;
* liaise effectively with parents and Directors (if required).
* provide manageable yet worthwhile cover work in any case of Teacher-absence.
* participate if required in the invigilation of exams including after school and on Fridays.
* check emails and notice boards daily for important information.
* attend meetings and Parents’ Days as required by the Head, Deputy Heads and senior staff (these may include meetings outside the normal school day).
* attend school events such as Graduation, Carnival or Sports Day, and support/attend other school functions.
* run or support extra-curricular activities and School Council events.
* participate in the annual Performance Development process, and in department or individual CPD/mentoring as appropriate.

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 comply with any reasonable request from a HoD/coordinator or member of SLT to undertake work of a similar level that is not specified in this job description.