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**SADDLEWORTH SCHOOL**

**JOB DESCRIPTION: TEACHER**

**Purpose**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils 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 pupils with the opportunity to achieve their individual potential.
* To contribute to raising standards of pupil attainment.
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

**Reporting to**

Curriculum leader

**Responsible for**

The provision of a full learning experience and support for pupils.

**Liaising with**

Senior Leadership team, teaching/support staff, LEA representatives, external agencies.

**Working time**

195 days per year. Full time.

**Salary**

Main scale

**Disclosure Level**

Enhanced

**MAIN DUTIES**

**Teaching**

* To teach pupil according to their educational needs, including the setting and marking of work to be carried out by the pupil 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 pupils and groups of pupils.
* To ensure that ICT, literacy, Numeracy and school subject specialisms are reflected in the teaching and learning experience of pupils.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for pupils 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 pupil needs and the 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 pupils as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.

**Operational/Strategic Planning**

* To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
* To contribute to the curriculum area and department’s plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole school’s planning activities.

**Curriculum provision and development**

* To assist the head of department/faculty and senior leadership in ensuring that the curriculum area provides a range of teaching that supports the school’s strategic objectives.
* To assist in the process of curriculum development and change to ensure continued relevance to pupils’ needs, examining bodies and the school’s aims and ethos.

**Professional development**

* 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.
* 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 relations within the school.

**Quality Assurance**

* To help to implement and adhere to school quality procedures.
* To contribute to agreed school monitoring and evaluation processes, including evaluation against quality standards and performance criteria, and to implement modification/improvement when 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 personal functions of the school.

**Management Information**

* To maintain appropriate records and to provide relevant, accurate and up to date information for MIS, registers etc.
* To complete the relevant documentation to assist in the tracking of pupils.
* To track pupil progress and use information to inform teaching and learning.

**Communications**

* To communicate effectively with the parents of pupils as appropriate.
* To communicate and co-operate, where appropriate, with persons or bodies outside the school.
* To follow agreed policies for communications in the school.

**Marketing and Liaison**

* To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings, Review Days 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 head of department/faculty in identifying 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 pupils.

**Pastoral System**

* To be a form tutor to an assigned group of pupils.
* To promote the general progress and well-being of individual pupils and of the form group as a whole.
* To liaise with the pastoral staff to ensure the implementation of the school’s pastoral system.
* To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.
* To contribute to the preparation of action plans, progress files and other reports.
* To alert appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
* To communicate as appropriate with parents and with persons or bodies outside school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
* To contribute to PSHCE, citizenship and enterprise delivery according to school policy.
* To apply the behaviour management systems so that effective learning can take place.

**Other specific duties**

* To play a full part in the life of the school community, to support its “Aim High” ethos and to encourage staff and pupils 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 & safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above.

*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 manager to undertake work of a similar level that is not specified in this job description.*

*Employees re 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 opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*The job description is current at the date shown, but following consultation with you, may be changed by school management to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

*Date:\_\_\_\_\_\_\_May 2011*