

READING GIRLS' SCHOOL JOB DESCRIPTION

Name :

Post Title: **Teacher**

Post Purpose: 1. Under the reasonable direction of the Principal to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum:-

- use the philosophy and strategies of *Accelerated Learning* for pupils
- work with regard to the School Improvement plan
- support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of pupils as a teacher/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 or Head of Department

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

Liaising with: Principal, Leadership Team, teachers and support staff, LEA representatives, external agencies and parents.

Working Time: Full time as specified within the STPCD

Salary/Grade: Classroom Teachers' Pay Scale

2. Professional Duties:

- To undertake a designated programme of teaching.
 - To plan and prepare courses as schemes of work and lessons
 - To teach pupils according to their educational needs and to set and mark pupils' work
 - To assess, record and report on the attendance, progress, development and attainment of pupils and to keep accurate records as required.
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- To provide, or contribute to, oral and written assessments, reports relating to individual pupils and groups of pupils within the schools agreed deadlines.
 - To ensure that ICT, Literacy and Numeracy is reflected in the teaching/learning experience of pupils.
 - To ensure a quality learning experience for pupils that meets internal and external standards.

- To prepare and update subject materials as required.
 - To use a variety of delivery methods which will stimulate learning appropriate to pupil needs
 - To maintain discipline in accordance with the school's procedures, and to ensure good punctuality, behaviour, standards of class work and homework.
 - To undertake assessment of pupils as requested by external examination bodies, department and school procedures. To keep accurate records safely
 - To regularly mark, record and give written/verbal and diagnostic feedback to pupils as required by Assessment for Learning.
3. To assist in the development of appropriate schemes of work, marking policies, teaching strategies and resources in the department.
- To contribute to the department's school improvement plan and its implementation.
 - To contribute to the whole school's planning activities.
4. To assist the Head of Department and other colleagues to ensure that the department provides a range of teaching which complements the school's strategic objectives
5. To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.
6. 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 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.
7. To help to implement and uphold school quality procedures.
- 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.
 - To review methods of teaching and programmes of work in line with requirements.
 - 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.
8. To maintain appropriate records and to provide relevant accurate and up-to date information for registers, SIMs, etc.

- To track pupil progress and use information to inform teaching and learning.
- To complete the relevant documentation required in the tracking of pupils.

9. To communicate effectively with the parents of pupils as appropriate

- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- Where appropriate, to communicate and co-operate with bodies outside the school.
- To follow agreed policies for communications in the school.
- To contribute to the development of effective subject links with external agencies.

10. Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials as relevant
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with others to ensure equitable and effective use of resources to benefit the pupils, department and the School

11. Pastoral

- To be a Tutor to an assigned group of pupils.
- To promote well-being and progress of individual pupils, and of the tutor group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To accurately 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 records as required.
- To contribute to the preparation of pupil profiles, action plans and reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to ECM, citizenship and enterprise according to school policy.
- To apply behaviour management systems so that effective learning can take place.

12. School Ethos

- To play a full part in the life of the school community, to support its distinctive mission and 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 comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

- 13.** 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade

Signed
(Teacher)

Date