

**WALKDEN HIGH SCHOOL**  
**TEACHING STAFF JOB DESCRIPTION**  
**JANUARY 2018**

**Name of Post Holder :**

**Post Title :** **LEAD TEACHER**

**Post Purpose:**

- . To lead the education and personal development of children in your care
- . To ensure children in an identified cohort make excellent progress

**Reporting to:** Zone Leader/Assistant Zone Leader

**Liaising with:** Headteacher, Senior Leadership Team, teachers and support staff, LA representatives, external agencies and parents

**Working time:** Full Time, Permanent

**Salary/Grade:** Mainscale/UPS plus TLR2C £6,200

**Disclosure Level:** Enhanced Disclosure & Barring Check

## **MAIN (CORE) DUTIES**

### **Teaching**

- To use regular, thorough and accurate assessment to plan and prepare well informed, focused and engaging lessons which consistently cater for the full ability range of each class, provide feedback as to how to improve and ensure that all students make at least good progress.
- To use the Walkden High School Assessment for Learning Handbook to undertake assessment of students as required by external examination body, school and zone policies.
- To use data to monitor and evidence student progress, providing assessment data/reports on the progress of individual students and groups of students taught as required.
- To use excellent subject knowledge to teach across the age and ability range within your zone.
- To plan and deliver well informed and engaging lessons, according to the Walkden High School Teaching for Learning Handbook.
- To use technology to support teaching that is engaging and exciting.
- To manage the learning of students according to the Walkden High School Behaviour for Learning Handbook in a secure and supportive environment in which they can thrive.
- To motivate, support and challenge students to ensure that they have good attitudes to learning.
- To be responsible for the health and safety of students who are in your care.

### **Operational/Strategic Planning**

- To work in collaboration with other staff in the development and implementation of appropriate teaching strategies, syllabuses, resources, schemes of work, policies and development plan in the Zone.
- To demonstrate professional characteristics at all times with all stakeholders, colleagues, students and parents.
- To contribute to Walkden High School's continuous improvement.
- To continually and critically evaluate your own practice and take responsibility for your continued professional development.
- To engage actively in the Appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of the school team and to contribute positively to effective working relations within the school.
- To attend meetings and professional development activities as required.

**Curriculum Provision**

- To assist the Zone Leader to ensure that the Zone provides a range of teaching which complements the school's Strategic Objectives.

**Curriculum Development**

- To assist in the process of curriculum development and change so as to ensure its continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Objectives
- Lead working groups and projects
- Taking part in other professional development activities
- To lead the learning of others

**Quality Assurance**

- To contribute to the process of monitoring and evaluation of the zone in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement improvement as required.

**Management Information**

- To maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, registers, etc.

**Communication and Liaison**

- To communicate effectively with the parents of students and outside agencies as appropriate.
- To contribute to the development of effective zone links with external agencies.

**Management of Resources**

- To work with the Zone Leadership in identifying resource needs and to contribute to the efficient/effective use of all resources.
- To collaborate with other staff to ensure effective shared use of resources to the benefit of the school, zone and the students

### **Pastoral System**

- To fulfil responsibilities as a Form Tutor by acting upon issues of absence and punctuality and monitoring students' preparation for work in terms of uniform, equipment, Student Planner and Behaviour for Learning.
- To work with Year Leaders to ensure the implementation of the school's pastoral system.
- To monitor and evaluate the progress of students, including maintaining accurate student records as required.
- To contribute to PSHE, citizenship and enterprise provision according to school policy.
- To contribute to extra-curricular provision.

### **School Ethos and Other**

- To actively support the Walkden High School ethos.
- To apply Walkden High School routines and expectations consistently so that they are coherent for all of our students.
- To act as a role model, taking responsibility and never assuming others will take control, consistently encouraging students and staff at **all** levels to follow the "Walkden Way".
- To demonstrate professional characteristics at all times with all stakeholders, colleagues, students and parents.

### **Signatures :**

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 in line with the school's changing needs.

**Signed** ..... (Teacher)

**Signed** ..... (Headteacher)

**Dated** ..... (Teacher)

**Dated** ..... (Headteacher)

**WALKDEN HIGH SCHOOL**  
**Form Tutor**  
**JOB DESCRIPTION**  
**JANUARY 2018**



**Title :** **FORM TUTOR**

**Employment Duties:** To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions document and to work towards the agreed aims of the school.

**Post Purpose:** The Form Tutor will uphold and extol the values and expectations of the school and imbue in their tutees a sense of pride in the school and themselves. They will provide pastoral care and guidance to their tutees, and monitor their academic progress. Tutors are an important channel of communication for other colleagues. Tutors who are teachers are required to undertake the role of a teacher to the specified standards set out in the Teachers' Standards document.

**Responsible to:** Head of Year.  
The duties may be varied by the Headteacher to meet changing circumstances in a manner compatible with the post.

## **DUTIES & RESPONSIBILITIES**

### **Teaching**

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the students in your tutor group to:

- plan and prepare lessons for the tutorial sessions;
- teach, according to their educational needs, the students assigned to you;
- set and mark work to be carried out by the students in school and elsewhere;
- assess, record and report on the development, progress and attainment of students.

### **Guidance & Welfare**

- To promote the general progress and well-being of individual students in your tutor group.
- To maintain good order and discipline among the students and safeguard their health and safety.
- To provide guidance and advice to students on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports.
- To monitor tutees attendance and behaviour records and support them in making improvements.
- To encourage and monitor tutees participation in the wider life of the school.
- To be pro-active in upholding the standards and values of the school in, for example, checking up on uniform, attendance and punctuality, participating in and promoting the rewards and sanctions structure and communicating notices regularly and conscientiously.
- To keep records of and reports on the personal and social needs of students.
- To communicate and consult with the parents of students.
- To communicate and co-operate with persons or bodies outside the school where necessary.
- To participate in meetings arranged for any of the purposes described above.

**Assessments & Reports**

- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students in your tutor group.
- To participate in the arrangements for reporting on their progress to parents.

**Academic Progress**

- To monitor the progress of tutees across their academic subjects and be their advocate with other staff.

**Appraisal or review of performance**

- To participate in the current arrangements made for the appraisal or review of your performance and that of other tutors.

**Health & Safety**

Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy

**Other**

- To celebrate achievement, promote self-worth and attachment to the school.
- To register the attendance of students in the tutor group and to supervise them at all times when they are allocated to your care.
- To participate in the arrangements for assemblies, the fire evacuation procedure and House events.
- To participate in meetings at the school which relate to any aspect of this job description.
- To co-ordinate or manage the work of other staff such as co-tutors and support staff.

NOTE: You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

- To inspire pupils to be Walkden STARS:- Sensible, Thoughtful, Ambitious, Respectful & Supportive

# Walkden High School

## Person Specification



### Note to applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Source** column shows how the school will obtain the necessary information about you.

If the **Source** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **must** include in your application enough information to show how you meet this criteria. Include examples from your paid or voluntary work.

A = Application  
I = Interview  
R = References

	Essential	Desirable	
Qualified Teacher Status	✓		A
To enjoy working with, and for, young people as well as adults.	✓		I/R
Ability to motivate, engage and enthuse learners.	✓		I/R
A degree or equivalent in the subject taught.	✓		A
Experience of teaching in the 11-16 sector	✓		A
Knowledge of GCSE and BTEC qualifications	✓		A/R
An understanding of the importance of data in relation to student progress.	✓		A/I/R
Ability to assess student work accurately and precisely using criteria.	✓		A/I/R
A confident and competent user of ICT, able to use an interactive whiteboard as a teaching tool.		✓	A/R
Ability to remain calm and positive, managing a workload that may be variable and unpredictable.	✓		I/R
An excellent planner and organiser, able to keep accurate, precise and relevant records.	✓		A/I/R
Have the imagination, energy and capacity for hard work, together with an enthusiasm to take on developments and challenges.	✓		A/I/R
Ability to develop provision which challenges all students and encourages success	✓		A/I/R
Ability to plan work and assess which results in learners making sound and steady progress.	✓		A/I/R
Willingness and ability to communicate effectively with all stakeholders.	✓		A/I/R
To demonstrate awareness of the need to promote and protect Walkden High School's profile and reputation	✓		A/I/R
To demonstrate commitment to the professional development of self and that of Walkden High School.	✓		I/R
Have a good record of attendance	✓		R
Willingness to contribute to activities outside the time-table		✓	R