

ALUN SCHOOL

GENERIC JOB DESCRIPTION

All teaching staff have a key role in ensuring a high quality of teaching and learning.

It is the role of all teaching staff to:

1. Classroom Teaching

- a) Plan and prepare resources for all lessons on their timetable.
- b) Manage effectively the pace and content of lessons, ensuring there is variety whilst following relevant schemes of work.
- c) Motivate pupils and ensure there is sufficient differentiation of work taking into account the range of ability within each class.
- d) Teach ICT components of study.
- e) Maintain a good standard of discipline, having high expectations of pupils and follow up any concerns using the school system.
- f) Follow the special needs code of practice and the school's special needs and gifted and talented policies.
- g) Set homework according to the school's homework timetable.
- h) Keep an attendance register and report pupil absence.
- i) Provide work for pupils on long-term absence.
- j) Encourage pupils to develop appropriate study skills and to realise the importance of revision to prepare for examinations and tests.
- k) Provide appropriate information when pupils change teaching group / school.
- l) Follow all Health and Safety guidelines and policies.
- m) Follow all school policies and procedures e.g. equal opportunities, racial equality, key skills
- n) Be punctual for lessons.

2. Assessment, Recording and Reporting

- a) Mark classwork, homework, tests, examinations, investigations and coursework tasks.
- b) Standardise and moderate assessments.
- c) Assist with the preparation of internal tests and examinations including mark schemes.
- d) Complete reports as scheduled and occasional written reports on individual pupils for Pastoral Leader or Curriculum Leader.
- e) Attend parents' evenings as scheduled.

3. Other Responsibilities

- a) Attend team, directorate, staff, working group, house, moderating and other meetings as required.
- b) In the event of staff absence comply with the school's policy for maintaining high standard provision.
- c) Contribute to the development of schemes of work.
- d) Represent the directorate positively during Open Day / Evening and other events.
- e) Assist with organising pupils into teaching groups.
- f) Identify and fulfil needs regarding professional development.

4. Role of the Group Tutor

The role of the group tutor is a key one. It is vital for both the efficient running of the school and the successful pastoral care of the pupils in the tutor group. Teachers are assigned to a House or the Sixth Form and carry out the role of group tutor or reserve tutor responsible to the Pastoral Leader.

Particular responsibilities include:

- a) To maintain the accurate daily marking of the register and to see that all information in the register is maintained up-to-date. All absences should be accounted for and any not so covered, together with unacceptable lateness, should be reported to the Pastoral Leader for action.
- b) To keep a close check on uniform and general appearance and to report any particular difficulties to the Pastoral Leader.
- c) To supervise the movement of pupils to the place of assembly and to attend assemblies unless prior arrangements have been agreed with the Headteacher.
- d) To assist with the preparation of pupil-led assemblies and collective worship in the tutor base (unless prior arrangements have been agreed with the Headteacher).
- e) To pass on to the tutor group any appropriate information especially from newsletters, noticeboards, briefings etc.
- f) To foster positive and effective home-school relationships by:
 - Attending Parents' Evenings as a group tutor.
 - Preparing an annual report to parents.
 - Communicating with the individual parents of pupils in the tutor group in liaison with the Pastoral Leader.
 - Monitoring the Diaries.
 - Monitoring reply slips from school communications.
- g) To act as a link in the referral system for any pupil in the tutor group who is experiencing difficulties with his/her work or has behaved unacceptably.
- h) To pass on to Pastoral Leader/senior staff any relevant information about pupils.
- i) To be vigilant for problems which individual pupils might be having and report any concerns to the Pastoral Leader.
- j) To attend year team and house meetings as well as case conferences held on pupils in the tutor group, where appropriate.
- k) To implement the pastoral programme as laid down by the PSHE Team Leader and to contribute to the evaluation of the programme.
- l) To encourage pupils in the tutor group to involve themselves in extra-curricular activities, opportunities for service education and wider educational activities e.g. Eisteddfod, Duke of Edinburgh, Japanese Exchange.
- m) To assist new pupils to the tutor group to become fully integrated.
- n) To accept shared responsibility with subject teachers for the care of the tutor base, passing on prompt information about any damage or health hazards, to the appropriate Pastoral Leader, Curriculum Leader or Deputy Head.
- o) To make sure that the tutor group is well aware of the fire drill and any other safety matters

The above responsibilities are subject to the general duties and responsibilities contained in the statement of contract. This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post holder.