

Clacton County High School



Job Outline Teacher

Line Manager:	Subject Leader
Responsible to:	Director of Learning
Salary Grade:	Teachers Main Pay Range
Full Time/FTE	Full time

Job Purpose

To be an effective professional who demonstrates thorough curriculum knowledge, that he/she can teach and assess effectively, take responsibility for professional development and raise student achievement.

Key Responsibilities

- To fulfil all the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers.
- To be responsible for promoting and safeguarding the welfare of children and young people in the school;
- To be responsible for the Health and Safety of the areas in which you work, as per the Health and Safety Policy;
- Inspire trust and confidence in students and colleagues;
- Build team commitment with colleagues and in the classroom engage and motivate students;
- Demonstrate analytical thinking to improve the quality of students' learning;
- Contribute to school improvement planning and promote the learning priorities of the SIP;
- Use Assessment for Learning strategies to provide feedback to learners and engage them in their learning;
- Contribute to the development and implementation of school policies;
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Promote the wider aspirations and values of the school.

Higher Expectations, Raising Aspirations

1. Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- understanding and applying effective classroom management;
- understanding and applying a range of teaching strategies;
- positively targeting and supporting individual learning needs;
- maintaining high levels of behaviour and discipline;
- effectively using homework and other extra curricular learning opportunities;
- demonstrating appropriate consistent progress
 - for the majority of learners
 - across all teaching areas
 - across all spectrums of background, ability and behaviour that compares favourably with pupils in similar settings
- effectively managing other adults on the classroom.

2. Monitoring, Assessment, Recording, Reporting

- use performance data to evaluate learner's progress and set appropriate targets for improvement;
- use assessment to inform planning and teaching and ensure students are working towards achieving their targets;
- report on progress to all stakeholders.

3. 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 Year Leader to ensure the implementation of the school's pastoral system;
- register students (in form time and every lesson), 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 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 and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- as a form tutor contribute to the delivery of aspects of the PSHE/Citizenship curriculum.

4. 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;
- maintain an up to date knowledge of good practice in teaching techniques;
- know subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments;

Higher Expectations, Raising Aspirations

- incorporate national strategies in all teaching;
- communicate learning objectives;
- undertake professional development to enhance teaching and students' learning, apply outcomes, identify impact and share outcomes with colleagues
- take responsibility for professional learning.

5. TLR Responsibilities (if applicable)

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

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

This job description may be amended at any time following discussion between the headteacher and member of staff, to be reviewed annually.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.