

JOB DESCRIPTION

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| ROLE: | TEACHER |
| RESPONSIBLE TO | HEADTEACHER |
| REPORTING TO | LINE MANAGER APPOINTED BY HEADTEACHER |

RESPONSIBILITIES

(The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.)

- To maintain and uphold the ethos and values of the school.
- The realisation of whole school policies and the S.I.P., including Equal Opportunities.
- To prepare and plan lessons in line with subject Programmes of Study and Schemes of Work.
- Taking responsibility in each class assigned for the quality and management of learning.
- To fully apply all departmental policies e.g. homework, marking, assessment.
- To employ appropriate teaching/learning strategies and resources.
- To maintain display resources and create positive learning environments in order to support learning.
- To maintain teaching records, attendance and other pastoral records.
- To maintain accurate, transferable student registers and records.
- To complete student reports and reviews.
- To attend Parents' Report Evenings as appropriate.
- To comply with School routines e.g. check the daily cover list.
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota
- Maintaining and updating current subject specific knowledge.
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- To undertake the duties of a form tutor as required.
- Engendering positive professional relationships.
- Upholding the Health & Safety regulations of the School.

In accordance with the school's professional development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.
- Identify probable training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.