**JOB DESCRIPTION**

**Job Title:            Qualified Teacher**

**Grade/Scale:**       Qualified Teacher Pay Scale

**Main Purpose**

* To safeguard and promote the welfare of every child in the school.
* To support the school in its commitment to the provision of equal opportunities for all pupils regardless of race, gender, disability or social background.
* To support the department in maintaining a positive learning environment and effective, co-operative working relationships between staff, students and parents.
* To show passion and enthusiasm for the subject area and promote a high quality learning experience in lessons, homework and extra-curricular activities which will help to raise achievement for all students.
* To support the vision, ethos and policies of our School, helping us to develop as a nurturing and caring learning community.
* To ensure that students are engaged, working hard and making good progress.

**Accountable to:**  Head of Department

**Accountable for:**  No direct Line Management responsibility

**Main Duties**

* All colleagues have a key role in ensuring that everyone’s rights are respected and that individual needs are met.
* All colleagues are expected to work collaboratively with others to offer the best possible learning opportunities to all students.
* All colleagues are expected to maintain harmonious working relationships between each other and with students, promoting emotional intelligence and mutual respect and trust.
* To have the highest academic expectations for all students.

**Teaching and Learning**

* To be responsible for planning and preparing, under the direction of the appropriate line manager, those courses and lessons assigned to the teacher in the timetable.
* To teach, according to their educational needs, the pupils assigned to the teacher on the timetable, including the setting and marking of work and homework.
* To create a stimulating learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
* To assess, record and report on the development, progress and attainment of pupils taught, making use of performance data.
* To support the school in developing and maintaining links and communication with parents and to attend the appropriate Parents’ Evenings as published in the School’s Calendar.
* To assist in the process of curriculum development to ensure continued relevance to the needs of pupils, examining and awarding bodies.
* To contribute to all relevant monitoring and evaluation processes in line with agreed school procedures.

**Student Achievement**

* To look after a tutor group.
* To support Pastoral Leaders in ensuring the effective implementation of the school’s pastoral system.
* To evaluate and monitor the progress of tutees, including target setting, verbal and written reports and record keeping.
* To communicate, as appropriate, with the parents of tutees concerning the welfare and progress of pupils, after consultation with appropriate staff.
* To contribute to the Citizenship for well-being and Opening Minds programmes and lead lessons in these areas in tutorial time.

**Staff Development**

* To play a full role in the school’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in relevant areas, including subject knowledge and teaching methods.
* To engage actively in the school’s Annual Appraisal process.

**Other**

* To contribute to the good organisation of the department and school to ensure that day to day administration is effective and supportive of colleagues and students.
* To carry out duties at break and immediately before and after school, on a rota basis.
* To provide cover for absent colleagues as directed by the Head Teacher or their representative in the event of an emergency or to accommodate changes in the school timetable.

**Whole school priorities**

Additionally the post-holder will be expected to contribute to whole school improvement priorities which currently include:

* Our Hive Switch ensures that all students develop as rounded individuals through a strong work ethic and excellent learning habits.
* Embedding the three ways of the Trivium (grammar, dialectic, rhetoric) into our curriculum ensures that we deliver a world class education for our students.
* Teachers as experts in their subjects ensuring a broad and deep learning experience for students. This is supported by professional development and research through our Triad process.

**In addition to the above, to carry out any other reasonable and appropriate duties as designated by the Head Teacher.**

**Entitlement**

The Head Teacher and governing body are fully committed to ensuring the professional effectiveness of the teacher in this role through:

* the provision of professional development opportunities
* supportive and pro-active line management.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job description prepared and agreed: January 2018