

## Job Description - TEACHER

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>➤ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their personal best.</li> <li>➤ To monitor and support the overall progress and development of students as a teacher / form tutor.</li> <li>➤ To contribute to raising standards of student attainment.</li> <li>➤ To implement and deliver a broad, balanced, relevant and differentiated curriculum for students and to support the designated curriculum (area) as appropriate.</li> <li>➤ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>➤ To support the principles and ethos of the school and contribute to the delivery of the 5 themes of Every Child Matters.</li> </ul>
<b>Reporting To:</b>	Subject Leader
<b>Accountability:</b>	Student attainment and achievement within the curriculum area
<b>Salary / Grade:</b>	MPS/UPS <b>Teaching load – 43 / 50 lessons</b>
<b>MAIN CORE DUTIES</b>	
<b>Learning and Teaching (PURPOSE):</b>	<ul style="list-style-type: none"> <li>➤ To ensure student achievement is secured and recognised by teaching students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>➤ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>➤ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>➤ To use assessment data to give advice and guidance to students by being available and approachable</li> <li>➤ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus?</li> <li>➤ To ensure that Literacy, Numeracy, ICT and PLT's are reflected in the learning experience of students.</li> <li>➤ To prepare and update subject materials.</li> <li>➤ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>➤ To support the Positive Learning Culture and values of the school.</li> </ul>
<b>Curriculum (PURPOSE):</b>	<ul style="list-style-type: none"> <li>➤ To deliver and evaluate the curriculum in conjunction with the Subject Leader to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's aims and strategic objectives.</li> <li>➤ To contribute to the ongoing review of Focus Days and PSHCE provision.</li> <li>➤ To plan and prepare courses and lessons.</li> <li>➤ To contribute to the process of the ordering and allocation of equipment and materials.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> </ul>
<b>Pastoral System (PEOPLE):</b>	<ul style="list-style-type: none"> <li>➤ To contribute to student tracking systems and intervention plans and keep up-to-date student records as may be required.</li> <li>➤ Monitor the progress and well-being of individual students and of the form tutor group as a whole.</li> <li>➤ To contribute to Action Plans and other reports.</li> <li>➤ To liaise with a House Leader to ensure the implementation of the Pastoral System.</li> <li>➤ To inform appropriate staff to student problems and make recommendations as to how these may be resolved.</li> <li>➤ To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>➤ To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>➤ To apply the behaviour management system so that effective learning can take place.</li> </ul>
<b>Safeguarding (PEOPLE):</b>	<ul style="list-style-type: none"> <li>➤ We are committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment and to ensure everyone working with students on a regular basis undergo appropriate checks, including enhanced DBS checks.</li> </ul>
<b>Self &amp; Others (PEOPLE):</b>	<ul style="list-style-type: none"> <li>➤ To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>➤ To engage actively in the development programme, training and professional development.</li> <li>➤ To take an active role in the Performance Management process.</li> <li>➤ To ensure the effective / efficient deployment of classroom support</li> <li>➤ To work as a member of a designated team and to contribute positively to effective working relations within the school</li> </ul>
<b>Community (PARTNERSHIPS):</b>	<ul style="list-style-type: none"> <li>➤ To maintain a positive approach at all time and promote mutual respect.</li> <li>➤ To communicate effectively with parents of students as appropriate and fully co-operate with persons or bodies outside the school.</li> <li>➤ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</li> <li>➤ To take part in marketing and liaison activities such as Open Evenings, Consultations / Review days and liaison events with partner schools. To contribute to the development of effective subject links with external agencies.</li> </ul>

**OTHER SPECIFIC DUTIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school to meet our legal requirements for collective worship.
- To promote actively the school's corporate policies
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as directed by the Headteacher or specified by STPCB not mentioned in the above.

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

Employees are expected to show a mutual respect to colleagues and provide a welcoming environment to visitors.

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 shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.