

JOB DESCRIPTION

Post Title:	Teacher	
Purpose:	To Raise and Sustain Standards in Teaching and Learning	
Reporting to:	Head of Faculty/Department	
Working Time:	See Teachers Pay and Conditions 2017	
Disclosure Level:	Enhanced	
MAIN (CORE) DUTIES		
Professional Knowledge and Understanding (This involves responsibility for specific subject knowledge and understanding and its application with both individuals and groups)	Working with other relevant teachers and support staff:	
	▪	To demonstrate and apply a thorough and up to date knowledge of the relevant aspects of the National Curriculum and related National Strategies.
	▪	To take account of and act on further curriculum guidance in changes and development.
	▪	To derive your planning from the department’s agreed schemes of work and the National Curriculum.
	▪	To promote progression in the relevant key stages and phases.
	▪	To demonstrate progression in students’ acquisition of knowledge, skills and understanding in your planning of sequence of lessons.
	▪	To identify, record and communicate learning objectives for lessons and sequences of lessons.
	▪	To amend your planning to take account of the effectiveness of your teaching strategies.
	▪	To take account of the needs of individual students, groups or classes in your planning
	▪	To apply effective teaching strategies and methods appropriate to motivate different students and groups of students.
	▪	To provide positive and targeted support for any students with particular learning needs.
	▪	To use a range of strategies to ensure that there is appropriate pace and challenge in lessons for all students.
	▪	To manage effectively and creatively the full range of resources available, including other professionals in the workplace
	▪	To use homework and other opportunities for pupils to learn outside of the classroom.
	▪	To understand the contribution that ICT can make to teaching and have the appropriate knowledge and skills to use ICT effectively in your teaching.
	▪	To evaluate regularly the progress of students in relation to their prior attainment.
	▪	To use analysis of data from internal school assessments and National Curriculum assessments to plan lessons and sequences of lessons.
	▪	To report to colleagues on the progress of an individual, group or class, e.g. when sharing classes/passing on groups.
	▪	To set clear expectations for maintaining appropriate learning behaviour.
	▪	To manage challenging or difficult behaviour from students to minimise any negative impact on the learning of others.

Teaching, Learning and Assessing (To ensure that, as a result of your teaching, your students achieve well in relation to prior attainment).	▪	To establish a purposeful learning environment where learners feel safe, secure and confident
	▪	To encourage students of different background, behaviour and/or ability to make appropriate progress.
	▪	To be a Progress Tutor to an assigned group of students
	▪	To liaise with the relevant staff to ensure the implementation of the school's Guidance Policy.
	▪	To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
	▪	To evaluate and monitor the progress of students and keep up to date student records as may be required for the effective implementation of teaching and learning
	▪	To contribute to target setting, Progress Files and other reports.
	▪	To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
	▪	To communicate as appropriate, with the parents of students, Pastoral Managers, Progress and Learning Leaders and with persons or bodies outside the school concerned with the welfare of individual students.
	▪	To contribute to PSHE, Citizenship and Enterprise Education according to school policy.
	▪	To apply the School Sanctions systems so that effective learning can take place.
	▪	To demonstrate that all students have been supported in making appropriate and consistent progress against their prior attainment.
	▪	To monitor the progress of students in the spirit of Assessment for Learning.
	▪	To provide constructive, formative and summative feedback to students.
	▪	To report to parents on the progress achieved by their child and the action required for further improvement, through report writing, data collection and Parents' Review events.
	▪	To liaise and work effectively with other professionals involved in assessment and provision for students' needs e.g. SENCO.
	▪	To develop students' literacy, numeracy and ICT skills through all subject teaching.
	▪	To demonstrate that the levels of students' progress is as good as or better than local or national student performance in similar settings.
	▪	To encourage students to meet or exceed their own challenging individual targets and to aspire to their rate of progress becoming generally better than that achieved by students in similar settings both locally and nationally.
Professional Characteristics, Qualities and Responsibilities (Responsibility for personal CPD and to use outcomes to improve Teaching and Learning)	▪	To participate in and engage with school and/or external INSET and professional development activities.
	▪	To share the outcomes of professional development with colleagues.
	▪	To take action as a result of feedback and identify development needs.
	▪	To take part in self-evaluation activities in order to inform professional development needs.
	▪	To seek and use opportunities to develop further professional expertise within the requirements of your role.

	▪	To contribute to professional development in response to school priorities or needs in order to improve standards of teaching and learning.
	▪	To support the work of Initial Teacher Trainees and Newly Qualified Teachers in order to facilitate their development.
To be aware of wider Professional Effectiveness by making an active contribution to the policies and aspirations of the school	▪	To implement school policies and procedures consistently.
	▪	To support the school in meeting its legal requirement of worship.
	▪	To contribute to team, departmental or school improvement planning.
	▪	To identify where your work contributes to the progress made by the school in achieving its priorities for development.
	▪	To promote school values through professional behaviour and commitment.
	▪	To provide challenge and support to all students.
	▪	To inspire trust and confidence in students.
	▪	To build team commitment amongst students and with colleagues.
	▪	To engage and motivate students to do their best.
	▪	To communicate effectively with different groups, e.g. students, staff, parents, other professional services.
	▪	To help to implement school quality procedures and to adhere to those (such as checking students reports).
	▪	To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
	▪	To take account of and participate in school self evaluation activities.
	▪	To review at appropriate times methods of teaching and programmes of work.
	▪	To maintain appropriate records and complete the relevant documentation to provide accurate and up to date information for SIMS, pupil tracking, registers etc. and to use that information to inform teaching and learning.
	▪	To take a professional overview of how such information affects teaching, learning and pupil progress
	▪	To communicate effectively with the parents of students as appropriate.
	▪	Where appropriate, to communicate and co-operate with persons or agencies outside the school.
	▪	To follow agreed policies for communications in the school.
	▪	To assist the Head of Department or Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.
	▪	To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the school, department and the students.
	▪	To follow all safeguarding policies and requirements.

Equal Opportunities

Ormskirk School is committed to achieving equal opportunities in the way it delivers services to the community and in its employment arrangements. It expects all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.