

Thetford Grammar School

Job Description: Senior School Teacher



Position: Design Technology/ICT Teacher

Salary: Competitive

School: Thetford Grammar School

Responsible to: A Senior School classroom teacher is responsible to the Head of Department and/or Subject and the Headmaster.

Area of responsibility: Design Technology/ICT

This role has arisen due to an increase in the uptake of the subject at GCSE. This would suit someone wanting to progress their career in either areas.

Main purpose of the job:

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies
- To facilitate learning by establishing a relationship with pupils and creating an effective learning environment
- To work as part of a departmental team, reviewing and developing the curriculum and producing resources to support learning for the full ability range, and to attend regular department meetings
- To assist the Head of DT/ICT in meeting the requirements of the National Curriculum or examination syllabus and ensure all students are thoroughly prepared for public examinations
- To foster the appropriate personal skills and qualities which enable the development of the child
- To link pupils' knowledge to earlier learning and encourage further development, challenging and inspiring pupils' continual learning.

As a member of staff at TGS you will seek to:

Teaching and managing pupil learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and the best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including effective questioning and response, clear presentation and good use of resources.
- To develop schemes of work and assessment procedures to ensure a consistent approach to teaching and learning with the department
- To set homework in accordance with TGS Homework Policy
- To ensure that lessons take into account the full range of ability of the students in classes taught and to make appropriate use of information and support from the SEND department
- To monitor the progress of individual students using the school's tracking systems. To analyse strengths and learning needs and to agree learning targets with students and parents

- To provide students with regular and constructive feedback on their progress through discussion and the marking of work
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching.
- Monitor the production of coursework in exam years.
- Advise on revision programmes at times of exams
- Send work to pupils who are absent for long periods of time and support them on return
- Be aware of pupils with special needs and prepare lessons accordingly

Planning and Assessment

- Identify clear teaching and learning objectives appropriate to the subject matter and the pupils.
- Set appropriate and demanding expectations for pupils' learning, including the setting of clear targets
- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' work promptly, providing constructive oral and written feedback, setting targets for pupils' progress.
- Write constructive reports that focus firstly on the positive and then on the negative elements of pupils' work.

Managing own performance and development

- Understand the need to keep up to date with research and developments in teaching and assessment.
- Understand professional responsibility in relation to school policies and practices.
- Set a good example to the pupils you teach in presentation and personal conduct.
- Attend staff INSET as required and liaise with the Deputy Head regarding CPD
- Participate in the school's Review and Development system, as outlined in the Staff Handbook.

Pastoral

- Support pupils' personal development and address pastoral issues as they arise, involving as appropriate, tutors, senior staff and parents.
- Encourage pupils to participate in extra-curricular activities where appropriate in your subject.

Other Responsibilities

- Attend staff and departmental meetings and perform supervisory duties as reasonably required.
- Attend Parents' Evenings and Open Mornings as required.
- Contribute to the extra-curricular programme where possible
- Maintain classroom displays as part of the learning environment
- Help in the promotion of the school in the local area
- Undertake such other duties as may be reasonably required, having regard to the terms and spirit of the Contract of Employment and the provisions of the Staff Handbook.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff 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

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

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 Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.