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| **Priory School**  **Teacher**  **Responsible to / reviewed by: Curriculum Leader**  **Job description last updated: May 2017**  All teachers are subject to the Conditions of Employment set out annually in the School Teachers’ Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.  **Teachers are accountable for:**   * Providing a learning experience which provides pupils with the opportunity to be inspired, develop social and emotional resilience, make good progress, be independent and play an active part in the life of the school and the local community. * Implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. * Monitoring and supporting the overall progress and development of pupils as a teacher/group tutor. * Contributing to raising standards of pupil attainment. * Sharing and supporting Priory School’s responsibility to provide and monitor opportunities for personal and academic growth.   **These accountabilities will be delivered through the following duties and strategies:**  **Operational / Strategic Planning:**   * Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area. * Contribute to the curriculum area’s Improvement Plan and its implementation. * Attend all appropriate meetings. * Plan and prepare lessons.   **Curriculum Provision:**  Assist the Curriculum Leader so that the curriculum area provides a range of teaching which complements Priory School’s Strategic Objectives.  **Curriculum Development:**  Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and Priory School’s Aims and Strategic Objectives.  **Professional Development:**   * Take part in Priory School’s staff development programme by participating in arrangements for further training and professional development. * Continue personal development in the relevant areas including subject knowledge and teaching methods. * Engage actively in the Performance Management Review process. * Ensure the effective/efficient deployment of classroom support. * Work as a member of a designated team and to contribute positively to effective working relations within the school.   **Quality Assurance:**   * Help to implement school quality assurance procedures and adhere to those. * Contribute to the process of monitoring and evaluation of the curriculum in line with agreed school procedures, including evaluation against quality standards and performance criteria. * Seek/implement modification and improvement where required. * Review from time to time methods of teaching and programmes of work. * Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.   **Management Information:**   * Maintain appropriate records and to provide relevant accurate and up-to-date information for data collection cycles, registers etc. * Complete the relevant documentation to assist in the tracking of pupils. * Track pupil progress and use information to inform teaching and learning.   **Communications:**   * Communicate effectively with the parents of pupils as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * Follow agreed policies for communications in the school.   **Marketing and Liaison:**   * Take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools. * Contribute to the development of effective subject links with external agencies.   **Management of Resources:**   * Contribute to the process of the ordering and allocation of equipment and materials. * Assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources. * Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, subject area and the pupils.   **Pastoral System:**   * Be a group tutor to an assigned class of pupils. * Promote the general progress and well-being of individual pupils and of the group tutor as a whole. * Liaise with the Year Leader and to ensure the implementation of the School’s Pastoral System. * Register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. * Evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. * Contribute to the preparation of progress updates and other reports * Be assertive in anticipating and overcoming obstacles to progress experienced by pupils and seek help in following these up where appropriate. * Communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff. * Prepare, teach and assess the Personal, Social, Citizenship and Health curriculum according to school policy. * Apply the Behaviour Management systems consistently so that effective learning can take place.   **Teaching:**   * Teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in the school and elsewhere. * Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. * Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. * Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils. * Undertake a designated programme of teaching. * Ensure a high quality learning experience for pupils which meets internal and external quality standards. * Prepare and update subject materials. * Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus. * Maintain discipline in accordance with the school’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * Undertake assessment of pupils as requested by external examination bodies, the subject area and school procedures. * Mark, grade and give written/verbal and diagnostic feedback as required.   **Other Specific Duties:**   * Undertake any other duty as specified by School Teachers’ Pay and Conditions Body (STPCB) not mentioned in the above. * Be familiar with Safeguarding requirements and comply with the school’s requirements to safeguard and protect the welfare of children, young people and vulnerable adults * Play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example. * Support the school in meeting its legal requirements for worship. * Promote actively the school’s corporate policies. * Comply with the School’s Health and Safety policy and undertake risk assessments as appropriate. * Show a record of excellent attendance and punctuality. * Adhere to the School’s Dress Code.   Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar level that is not specified in this job description.  Employees 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.  **Post-threshold teachers are required to demonstrate substantial and sustained achievements and contribution to the school. In addition, those teachers aspiring to progress from UPS2 to UPS3 or who hold a UPS3 post should demonstrate qualities that reflect the following guidance: ‘UPS3 teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupils standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning’** |

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| This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities. |

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| This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

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| Signature: | Date: |