Brockington College
A Church of England Academy
LEARNING TO LIVE LIFE TO THE FULL

# JOB DESCRIPTION

## 1. INTRODUCTION

**1.1 NAME OF POST HOLDER:**

**1.2 Post Title:** **TEACHER/ (TUTOR WHERE ALLOCATED)**

**1.3 Post Purpose:** Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of pupils as a teacher/ form tutor.

To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.

To contribute to raising standards of pupil attainment.

To share and support the college's responsibility to provide and monitor opportunities for personal and academic growth.

To provide and safeguard the welfare of pupils the post holder is responsible for, or comes into contact with

**1.4 Reporting to:** Curriculum Leader (HOY where allocated as a tutor)

**1.5 Responsible for:** The provision of a full learning experience and support for pupils.

**1.6 Liaising with:** Principal, Senior Leadership Team, SEN Team, teachers and support staff, LA representatives, external agencies and parents.

**1.7 Working Time:** 0.8 (for role advertised) as specified within the STPCD

**1.8 Salary/Grade:** Classroom Teachers' Pay Scale

**1.9 Disclosure level** Enhanced

| 2 | TEACHING |
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| **2.1** | To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in college and elsewhere. |
| **2.2** | To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. |
| **2.3** | To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. |
| **2.4** | To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils. |
| **2.5** | To undertake a designated programme of teaching. |
| **2.6** | To ensure a high quality learning experience for pupils which meets internal and external quality standards. |
| **2.7** | To prepare and update subject materials. |
| **2.8** | To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum. |
| **2.9** | To maintain discipline in accordance with the college's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. |
| **2.10** | To reward pupils in accordance with the college's procedures. |
| **2.11** | To undertake assessment of pupils as requested by external examination bodies, departmental and college procedures. |
| **2.12** | To mark, grade and give written/verbal and diagnostic feedback as required. |

| 3 | OPERATIONAL/ STRATEGIC PLANNING: |
|---|---|
| **3.1** | To assist in the development of appropriate curriculae, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department. |
| **3.2** | To contribute to the curriculum area and department's development plan and its implementation. |
| **3.3** | To plan and prepare courses and lessons. |
| **3.4** | To contribute to whole college planning activities. |

| 4 | CURRICULUM PROVISION: |
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| **4.1** | To assist the Curriculum Leader and Vice Principal in charge of Teaching and Learning, to ensure that the curriculum area provides a range of teaching which complements the college's strategic objectives. |

| 5 | CURRICULUM DEVELOPMENT: |
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| **5.1** | To 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 the college's vision statement and aims. |

| 6 | STAFFING: |
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| **6.1** | To take part in the college's staff development programme by participating in arrangements for further training and professional development. |
| **6.2** | To continue personal development in the relevant areas including subject knowledge and teaching methods. |
| **6.3** | To engage actively in the performance management review process. |
| **6.4** | To ensure the effective/efficient deployment of classroom support. |
| **6.5** | To work as a member of a designated team and to contribute positively to effective working relations within the college. |

| 7 | QUALITY ASSURANCE: |
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| **7.1** | To help to implement college quality procedures and to adhere to those. |
| **7.2** | To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed college procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. |
| **7.3** | To review from time to time methods of teaching and programmes of work. |
| **7.4** | To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the college. |

| 8 | MANAGEMENT INFORMATION: |
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| **8.1** | To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc. |
| **8.2** | To complete the relevant documentation to assist in the tracking of pupils. |
| **8.3** | To track pupil progress and use information to inform teaching and learning. |

| 9 | COMMUNICATIONS & LIAISON: |
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| **9.1** | To communicate effectively with the parents of pupils as appropriate. |
| **9.2** | Where appropriate, to communicate and co-operate with persons or bodies outside the college. |
| **9.3** | To follow agreed policies for communication in the college. |
| **9.4** | To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools. |
| **9.5** | To contribute to the development of effective subject links with external agencies. |

| 10 | MANAGEMENT OF RESOURCES: |
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| **10.1** | To contribute to the process of the ordering and allocation of equipment and materials. |
| **10.2** | To assist the Curriculum Leader/Pastoral Leader to identify resource needs and to contribute to the efficient/effective use of physical resources. |
| **10.3** | To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the college, department and the pupils. |

| 11 | PASTORAL SYSTEM: |
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| **11.1** | Where allocated, to be a form tutor to an assigned group of pupils. |
| **11.2** | To promote the general progress and well-being of individual pupils and of the form tutor group as a whole through regular mentoring. |
| **11.3** | To liaise with a Pastoral Leader to ensure the implementation of the college's Pastoral System. |
| **11.4** | To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of college life. |
| **11.5** | To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. |
| **11.6** | To contribute to the preparation of action plans and progress files and other reports, including annual reports to parents. |
| **11.7** | To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. |
| **11.8** | To communicate as appropriate, with the parents of pupils and with persons or bodies outside the college concerned with the welfare of individual pupils, after consultation with the appropriate staff |
| **11.9** | To contribute to PSHCE according to college policy. |
| **11.10** | To contribute to spiritual reflection according to college policy. |
| **11.11** | To apply the Behaviour Management Policy and procedures so that effective learning can take place. |
| **11.12** | To assist with the relevant transfer processes with partner schools. |

| 12 | SCHOOL ETHOS: |
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| **12.1** | To play a full part in the life of the college community, to support its distinctive vision and ethos and to encourage staff and pupils to follow this example. |
| **12.2** | To support the college in meeting its legal requirements for worship including leading or supporting a tutor group in its delivery of one assembly for spiritual reflection each year. |
| **12.3** | To promote actively the college's corporate policies. |
| **12.4** | To comply with the college's Health and Safety Policy and undertake risk assessments as appropriate. |

**12.5** To undertake any other reasonable task at the discretion of the Principal.

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

## 13. SIGNATURES:

The college 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed .....** **(Teacher)**

**Dated .....** **(Teacher)**

**Signed .....** **(Principal)**

**Dated .....** **(Principal)**