**Handsworth Grammar School**

**Job Description**

**Post Title: Teacher**

1. **Purpose of Post**

The post holder is responsible for:

a. implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for students and to support those departments within which the teacher teaches

b. monitoring and supporting the overall progress and development of students as a teacher/form tutor

c. facilitating and encouraging a learning experience which provides students with the opportunity to achieve their individual potential

d. contributing to raising standards of student attainment

e. sharing and supporting the School’s responsibility to provide and monitor opportunities for personal and academic growth

f. responding as directed to issues related to Every Child Matters

**2.** **Main Duties and Responsibilities**

**a. Operational/Strategic Planning**

1. assist in the development of appropriate syllabi, resources, schemes of work, marking policies, teaching and learning and assessment strategies in the department
2. contribute to the development of the Departmental Development Plan and its implementation
3. plan and prepare courses and lessons
4. contribute to the whole school planning activities
5. through the work and activity of the individual and in liaison with external groups and organisations or otherwise, promote positively the School and its activities
6. ensure a Health and Safety ethos, complying with School policy

**b. Teaching and Learning**

1. teach those classes allocated by the Head of Department, Deputy Headteacher or Headteacher
2. assist in the development of a Departmental Handbook and the policies and procedures contained therein
3. monitor student learning through effective assessment strategies and implement effective teaching and learning strategies (see Staff Handbook)
4. assist in the development of teaching and learning methodology, including with regard to learning styles, use of ICT and assessment
5. implement such areas as are required for the distributed teaching of enterprise education, work related learning, and other areas as directed

**c. Resources**

i) assist the monitoring and use of the resources, advising the HoD as necessary

ii) follow the requirements of the School’s finance department when requisitioning new resources

iii) help to ensure an attractive and stimulating learning environment is developed and maintained

**d. Staff Development**

1. take part in School staff development programmes
2. continue with personal development in relevant areas
3. engage actively with the Performance Management process
4. work as a member of a designated team, contributing positively to effective working relations within the School

**e. Quality Assurance**

i) help to implement School quality assurance procedures

ii) contribute to the process of monitoring and evaluation in the area

1. review from time to time methods of teaching and programmes of work
2. participate in the School’s monitoring, tracking and target setting systems for the students
3. participate in Parents’ Evenings, Report writing and the provision of grades

**f. Pastoral System**

i) act as form tutor for a designated group

ii) promote the general progress and well-being of individual students and of the Form Tutor group as a whole

iii) liaise with the Head of Year to ensure the implementation of the School’s pastoral system

iv) register students, accompany them to assemblies, encourage full attendance at school and lessons and participation in other aspects of school life

v) evaluate and monitor the progress of students, keeping up-to-date student records as may be required

vi) contribute to the preparation of action plans, progress files and other reports and to case conferences

vii) alert appropriate staff to problems faced by students and make recommendations as to their resolution

viii) contribute to the citizenship, enterprise and other such areas in line with School policy

ix) ensure registration time is used effectively and developmentally through a structured programme, which may include citizenship, enterprise or other such activities

x) apply the behaviour management systems such that effective teaching and learning can take place

xi) assist in the formation of references, including for jobs, FE and HE (e.g. UCAS)

**3.** Undertake other duties commensurate with the grading of the post occupied as may be required from time to time.

**4. Supervisory Responsibility**

The student in the teacher’s care

**5. Responsible to**

Head of Department (subject teaching)

Head of Year / Key Stage Co-ordinator (pastoral)

Curriculum and Staffing Committee

Handsworth Grammar School

July 2006

Postholder …………………………… Headteacher ……………………………… Date …………………...