William de Ferrers School

Job Description

TEACHER - MAIN SCALE

Responsible to: Head of Department
Deputy Head or AHT
Headmaster

Duties

The Schoolteachers Pay and Conditions Document 2008 specifies the general professional duties of all teachers. In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Particular Duties

(a) To contribute to the teaching within the department

(b) To participate in the development of appropriate syllabuses, materials and schemes of work end-of-unit tests and end-of-year examinations

(c) To be responsible for the tasks required within the department.

(d) To actively support the development of the extra-curricular programme

Main Activities Attributable to the Particular Duties

1. Curriculum

(a) To ensure that schemes of work and lesson notes are produced and reviewed.

(b) To assist with assessment processes which are compatible with school policy as required by the Head of Department.

(c) To ensure the appropriate differentiation of the curriculum to meet the needs of all levels of student ability.

(d) To develop teaching and learning styles which stimulate student interest and involvement in learning.

(e) To contribute as necessary to the planning of the work of the department.

2. Students

(a) To establish appropriately high levels of expectation by setting down clear guidelines for establishing good standards of behaviour and achievement within the department, including the careful presentation of work and the care of books and equipment.

(b) To conform with the procedures for monitoring and recording of progress, which include the active participation of students and involve the passing on of records from year to year.

(c) To participate in the writing and issuing of reports in the department.

3. Examinations

(a) To follow school policy on entry to school examinations in accordance with that of the school.

(b) To implement school policy on internal examinations including preparation and assessment.

4. Resources and Accommodation

(a) To record and check stock as required.

(b) To lay down standards for the proper care of accommodation, furniture and equipment and to enhance the learning environment through the effective display of students' work and other materials.

5. Whole School Responsibility

(a) To attend staff meetings.

(b) To represent the department on working parties as and when appropriate as requested by the Head of Department.

(c) To support extra-curricular activities.

6. Community Responsibility

(a) To ensure effective dialogue with parents in accordance with school policies

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.