JOB DESCRIPTION

R.S. Teacher

Responsible to: Faculty Leader

Main responsibility

- To be responsible for teaching and to carry out the professional duties of a teacher as defined in the Schoolteacher's Pay and Conditions Document.
- To be responsible for the educational development of your classes, their pastoral care and to deliver the age appropriate curriculum.
- To be a family group tutor.
- To play an active part in the faculty to which you belong.

Responsibilities

Teaching and Learning

- To identify the needs of individual students and groups and plan differentiated and personalised activities and interventions.
- To have a commitment to the students and the quality of their experiences by catering for the range of needs of all the students in the classroom.
- To set homework according to the published homework timetable and to mark it in accordance with the marking policy.
- To plan and review teaching strategies in order to maintain the high standards and quality of learning experiences required by individual pupils and the class as a whole.
- To develop and maintain a high standard of classroom management, providing a stimulating, happy, safe and supportive learning environment.
- To foster positive self-esteem in pupils and hold high expectations of students' work and behaviour.
- To take responsibility for the welfare and safety of all students on roll, but specifically for the class to which you are teaching.
- To ensure that any concerns relating to safeguarding issues are forwarded to the Designated Teacher for Child Protection.

Assessment and Reporting

- To use an agreed system of recording and monitoring the progress of individual students and to report on students' progress and attainment in accordance with Federation procedures.
- To monitor students' progress through ongoing and formal assessments, keep meaningful records of achievement, and inform parents, in line with school policies.

- To prepare for and attend parents' evenings related to the classes taught and your family tutor group.
- To be accountable for the attainment and progress of individual students in your teaching groups.
- To ensure the Inclusion Assistant Headteacher is kept informed about the progress of pupils with SEN.

Curriculum

- To keep abreast of developments in your subject. To respond to wider Federation policies and agreed approaches (such as for citizenship, work-related learning, enterprise, literacy, numeracy and ICT) when planning the curriculum and schemes of work/lesson plans.

Classroom management

- To arrive at and begin the lesson promptly.
- To ensure orderly entry to the classroom and that basic routines are followed.
- To take a class register during the first part of the lesson.
- To implement the Federation and the curriculum team behaviour and rewards policy and to be responsible in the first instance for discipline within the classroom.
- To co-ordinate the work of support staff in the classroom

People and Relationships

- To form good relationships with parents, colleagues and school governors.
- To maintain a high level of professionalism and confidentiality inside and outside the workplace at all times.

Federation routines

- To follow all Federation and curriculum/pastoral team policies and agreed procedures.
- To attend scheduled meetings (or to liaise with the Leadership Team if attendance is not possible).
- To play an active part in the curriculum and pastoral teams to which you belong.
- To actively engage in the approved performance management scheme and relevant INSET activities/staff meetings.
- To be prepared to participate in after school activities such as clubs, discos, fundraising events, performance and school social events.
- To fully support the Christian ethos of the school by promoting Christian values, participating and leading in collective worship and ensuring prayers are said at the end of the school day.
- To support the Leadership Team and Governors in creating an effective all through school, carrying out any reasonable requests made by them.
- To carry out all duties with due regard for health and safety at work regulations.