

Job Description

Post Title:	TEACHER
Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated Curriculum Area as appropriate To monitor and support the overall progress and development of students as a teacher and Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential To contribute to raising standards of student attainment To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to:	Curriculum Team Leader
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Executive Principal/Head of School/Deputies, Guidance Team Leaders, SENCO, teaching/support staff, LEA representatives, external agencies and parents
Working Time:	195 days per year. Full-time
Salary/Grade:	
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area To contribute to the Curriculum Area's development plan and its implementation To plan and prepare courses and lessons To contribute to the whole school's planning activities including the implementation of Health and Safety Policy and Practices and risk assessments
Teaching:	<ul style="list-style-type: none"> To teach students according to their educational needs, including the setting and marking of students' work To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students To ensure that ICT, Literacy, Numeracy, Engineering and cross-curricular themes, in addition to subject specialisms are reflected in the teaching/learning experience of students To undertake a designated programme of teaching To ensure a high quality learning experience for students which meets internal and external quality standards To prepare and update subject materials To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards

	<p>of work and homework</p> <ul style="list-style-type: none"> • To undertake assessment of students as requested by external examination bodies, Curriculum Area and school procedures • To mark, grade and give written/verbal and diagnostic feedback as required • To establish and maintain a secure and supportive environment in which effective teaching can take place
Curriculum Provision:	To assist the Curriculum Team Leader to ensure that the Curriculum Area provides a range of teaching which complements the school's strategic objectives embodied in the School Development Plan
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and SDP
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development • To continue personal development in the relevant areas including subject knowledge and teaching methods • To engage actively in the Performance Management Review process • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement, and to adhere to, school quality procedures • To contribute to the process of monitoring and evaluation of the Curriculum Area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required • To review from time to time methods of teaching and programmes of work • 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 school
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for the central management information system (Assessment Manager), registers, etc • To complete the relevant documentation to assist in the tracking of students • To track student progress and use information to inform teaching and learning
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school • To follow agreed policies for communications in the school
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools • To contribute to the development of effective subject links with external agencies
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials • To assist the Curriculum Team Leader to identify resource needs and to contribute to the efficient and effective use of physical resources • To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the school, Curriculum Area and students
Guidance System:	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students, as outlined in the Guidance Handbook

	<ul style="list-style-type: none"> • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole • To liaise with a Guidance Team Leader to ensure the implementation of the school's Guidance policies • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
	<ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up-to-date student records as may be required • To contribute to the preparation of action plans and progress files and other reports • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHCE, enterprise and other cross-curricular themes according to school policy • To apply the Rewards and Discipline For Learning policy so that effective learning can take place

OTHER SPECIFIC DUTIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by STPCB not mentioned in the above

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

Employees will be expected to comply with any reasonable request from a manager 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

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

Signed.....

Mr D Hermitt
CEO Cmat

Signed.....

Employee

Date.....

Date.....