Range High School

Job Description

Post: Teacher Main Scale

Grade: TMS or UPS

Responsible to: Subject Curriculum Area Leader

Job Purpose To prepare, manage, teach, mark and evaluate pupils' work in accordance with departmental policy, and to standards agreed within the department.

Main Duties

- Teach pupils assigned to her/him.
- Manage classroom teaching and learning in order to achieve lesson aims and objectives as effectively as possible.
- Set and assess homework in accordance with departmental policy and the homework timetable.
- If absent from school, whenever possible, provide appropriate work for teaching groups affected.
- Assess pupils' work on a regular basis.
- Be aware of and use individual pupil current attainment and targets to direct work appropriately to the pupil.
- Meet agreed and identified departmental targets regarding content and the demands of the lessons on pupils.
- Use the systems of reward and sanctions, in accordance with procedures outlined in the Staff Handbook.
- Keep an up-to-date record of work undertaken with pupils, in accordance with department guidelines.
- Complete Records of Achievement procedures, assessments and reports on pupils taught, in accordance with procedures laid down in the Staff Handbook.
- Attend relevant parental meetings and provide up to date and appropriate information on pupils taught.
- Attend and participate in departmental and House meetings.
- Participate in the agreed system of performance management.
- Engage in Continuous Professional Development.
- Support the relevant Curriculum Area Leader/ Head of Faculty in the performance of his/her duties.

General

1. Promote good order and discipline in accordance with school rules and policies.

2. Carry out supervision of pupils at times and places specified in published rosters.

3. Supervise and, so far as practical, teach any pupils whose teacher is not available in accordance with published substitution lists and according to local and national guidelines.

4. Ensure that pupils have regard for other pupils, and the good conditions and security of all school equipment and premises.

5. Attend staff meetings as required.

6. Attend Presentation Evenings, School Open Evenings and New Intake Parents' Evenings.

7. The post holder shall devote his/ her whole working time to the services of the school. During working hours he/ she shall not be absent from the school premises without permission. This condition also applies to any arranged overtime.

8. The post holder may be privilege to confidential information and is required to maintain confidentiality at all times.

9. All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

10. Range High is an equal opportunities employer.

Special Conditions

- As Range High is fully committed to the Safeguarding of its students, the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure

Date: February 2018