

## JOB DESCRIPTION

<b>JOB TITLE:</b>	SUBJECT TEACHER/FORM TUTOR
<b>PAY SCALE:</b>	
<b>LINE MANAGER:</b>	

***You will perform such duties as may be required of you by the current School Teachers' Pay and Conditions document and guidance on School Teachers' Pay and Conditions and subject to any amendments due to government legislation.***

***Your duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School. You will perform such other duties as may reasonably be expected by the Head of School in line with the expectations of your post.***

### 1. PRINCIPAL RESPONSIBILITIES

- To facilities and encourage learning to enable students to achieve high standards.
- To share and support the school's responsibility for the well-being, education and discipline of all students.
- To contribute to the continuous development of the school.

### 2. SPECIFIC TEACHING DUTIES:

- Prepare and teach lessons of a high standard:
  - Following agreed school policies on teaching and learning
  - Following designated programmes of study
  - Carrying out the necessary assessments
  - Setting and marking homework and monitoring homework diaries
  - Providing information/comments for records
  - Monitoring students in accordance with agreed faculty, community and school strategies
- Maintain discipline in accordance with school policies and demonstrate good practice with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
- Contribute to agreed practices of department and school development, record keeping, monitoring, evaluation of lessons and development and maintenance of resources.
- Contribute to agreed practices for monitoring the academic, behavioural and social welfare of students.
- Engage in continuous professional development in relevant areas.

### 3. GENERAL DUTIES:

- To take part in performance management and department evaluations.
- To participate in appropriate meetings with colleagues and parents.
- To set work for classes when absent.
- To provide cover for absent colleagues according to agreed school policy.
- To carry out a share of supervisory duties in accordance with agreed practices.
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Undertake any professional duties reasonably delegated to you by the Head of School, Deputy Head or Line Manager.

**4. ADDITIONAL RESPONSIBILITIES - to be negotiated with Line Manager, Head of Department/Community Principal.**

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**5. PERFORMANCE MANAGEMENT**

*Knowledge and Understanding*

- Demonstrate a thorough and up to date knowledge of the teaching of your subject(s) and take account of wider curriculum developments which are relevant to your work.

*Teaching and Assessment*

- Demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet students' learning needs.
- Demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- Demonstrate that you consistently and effectively use information about prior attainment to set expectations for students and monitor progress to give clear and constructive feedback.
- UPS3 : Make a distinctive contribution to raising students' standards.

*Student Progress*

- Demonstrate that, as a result of effective teaching, students achieve well relative to their prior attainment, making progress which is as good as or better than similar students nationally.

*Wider Professional Effectiveness*

- Take responsibility for own professional development and use outcomes to improve your teaching and students' learning.
- Make an active contribution to the policies and aspirations of the school.
- UPS2 : Seek to share your expertise with colleagues.
- UPS3 : Take advantage of appropriate opportunities for professional development.
- UPS3 : Use professional development effectively to improve students' learning.
- UPS3 : Contribute effectively to the work of the wider team.
- UPS3 : Play a critical role in the life of the school.

*Professional Characteristics*

- Demonstrate that you are an effective professional who challenges and supports all students to do their best through:
  - Inspiring trust and confidence.
  - Building team commitment.
  - Engaging and motivating students.
  - Analytical thinking.
  - Taking positive action to improve the quality of students learning.
  - UPS3 : providing a role model for teaching and learning

**6. ACCOUNTABILITY**

- As a subject teacher you are immediately responsible to the appropriate Head of Department/Subject Leader.
- As a form tutor you are immediately responsible to the appropriate Community Principal.
- All teachers holding posts of additional responsibility are immediately responsible to the designated line manager, indicated in the published line management arrangements.
- All staff are ultimately responsible to the Head of School.

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 in the foregoing.

The Head of School reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.