

# Churston Ferrers Grammar School

## Job Specification

### Teacher of Art and Digital Photography

**Salary / Grade:** MPS/UPS

**Working time:** Full-time/part-time permanent (0.70 FTE) contract effective from 1 September 2018

**Reporting to:** Head of Department

#### CFGS Vision

*Learning to create a better world*

- To inspire and challenge all our learners so that they acquire the confidence, skills and qualifications needed to achieve their personal aspirations
- To encourage the quest for excellence in academic, sporting and cultural fields
- To promote self-esteem within a caring community
- To bring together diverse local, national and international communities in the pursuit of sustainable learning

<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area/s as appropriate</li><li>• To monitor and support the overall progress and development of students as a teacher/Form Tutor</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li><li>• To contribute to raising standards of student achievement</li><li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth</li></ul>
<b>Reporting to:</b>	Head of Department
<b>Main accountabilities</b>	
<b>Operational/ Strategic Planning:</b>	<ul style="list-style-type: none"><li>• To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the curriculum area/s and department</li><li>• To contribute to the departmental development plan and its implementation</li><li>• To plan and prepare courses and lessons</li><li>• To contribute to the whole school's planning activities.</li></ul>
<b>Curriculum Provision:</b>	To ensure that the curriculum area provides a range of teaching which compliments the school's strategic intentions / objectives
<b>Curriculum Development:</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of all students, examining and awarding bodies and the school's vision and strategic intentions / objectives
<b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"><li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development</li><li>• To engage actively in the Performance Management review process</li><li>• To ensure the effective/efficient deployment of classroom support</li><li>• To work as a member of a designated team and to contribute positively to effective working relations within the school</li></ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"><li>• To help to implement school quality procedures and to adhere to those</li><li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required</li><li>• To take part, as may be required, in the review, development and management of activities</li></ul>

	relating to the curriculum, organisation and student support functions of the school
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information on SIMS</li> <li>To track student progress and use information to inform teaching and learning</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents of students as appropriate</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>To follow agreed policies for communications in the school and develop an appropriate and engaging presence on the Virtual Learning Environment</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as open days, open evenings and parents' evenings as well as liaison events with partner schools</li> <li>To contribute to the development of effective subject links with external agencies</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>To contribute to the process of ordering and allocation of equipment and materials</li> <li>To assist the subject leader to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the school, subject area and the students</li> </ul>
<b>Student support:</b>	<ul style="list-style-type: none"> <li>To be a Form Tutor and carry out related duties in accordance with the generic job description</li> <li>To promote the general progress and well-being of individual students and of the tutor group as a whole</li> <li>To liaise with a HoY to ensure the implementation of the school's systems</li> <li>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life</li> <li>To maintain a file of records, reports, progress data, copies of pastoral reports etc and keep up-to-date student records as may be required</li> <li>To contribute to the management of student progress files</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved</li> <li>To contribute to PSME and citizenship and L2L within tutor time as directed by HoY</li> <li>To apply the behaviour management systems so that effective learning can take place</li> <li>To carry out the tutor tasks as detailed in the 'role of the tutor' policy</li> <li>To write a pastoral report</li> <li>To liaise with student services and the HoY to support students' wellbeing</li> <li>To attend termly HoY with tutor meetings and weekly HoY with tutor briefings</li> <li>To ensure the implementation of school uniform rules</li> <li>To give notices promptly to students</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere</li> <li>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>To ensure that ICT, Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of students</li> <li>To undertake a designated programme of teaching</li> <li>To ensure a high quality learning experience for all students which meets internal and external quality standards</li> <li>To prepare and update subject materials</li> <li>To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus</li> <li>To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>To undertake assessment of students as requested by external examination bodies, departmental and school procedures</li> <li>To mark, grade and give written/verbal and diagnostic feedback as required (AfL)</li> </ul>

**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 STPCD not mentioned in the above

This job specification outlines the duties required of the post to indicate the levels of responsibilities. It is not a comprehensive list and the Headteacher may vary the duties from time to time although the general character of the job and level of responsibility will not alter.

01/18

Signed \_\_\_\_\_ Headteacher