**Manningtree High School**

**Teacher**

**Job Description and Selection Criteria**

**Responsible to:** Head of Department

**Key purposes:**

* To prepare and teach lessons that fulfil the planned curriculum and meet the needs of all students in your teaching groups
* As a tutor or an attached tutor, to provide pastoral and academic support to a group of students
* To play an active part in the departmental, and pastoral teams to which you belong

**Key responsibilities:**

1. ***As a member of a Department***

Under the guidance and direction of the Head of Department, to:

* set clear and high expectations of students in line with the aims of the school;
* plan, resource and teach lessons, using available data on individual students to meet the needs of all in the class;
* set, mark and assess work to be carried out by students in lessons and as homework;
* record, track and monitor the progress of individual students and complete reports as required;
* communicate with parents re students' progress and attend parents’ evenings related to the classes taught;
* register the attendance of students at each lesson;
* maintain good order and discipline among students and safeguard their health and safety, both in school and in authorised school activities elsewhere;
* create a stimulating learning environment, and be responsible for maintaining health and safety within it;
* with others as appropriate, prepare courses of study, teaching materials and teaching programmes that meet the requirements of exam specifications;
* contribute to the setting and marking of internal assessments/tests and controlled assessments against grading criteria;
* participate in meetings relating to the department’s responsibilities and development.

1. ***As a Tutor***

Under the guidance and direction of the Key Stage Manager, to:

* fulfil the tutor role as set out in the school handbook;
* build students’ responsibility for high standards of work, behaviour, attendance and punctuality;
* register the attendance of students and implement the school’s attendance policy to follow up absence and raise attendance;
* communicate with parents as required to support students in fulfilling our expectations;
* use registration periods profitably to support and develop individuals and the tutor group and follow the activities plan set out by the Key Stage Manager and PSHCE co-ordinator;
* prepare initial drafts for references, testimonials and reports to outside agencies if required;
* attend assemblies with the tutor group and supervise their arrival and departure;
* participate in Parents’ Evenings and other events involving the tutor group and foster strong home/school relationships;
* participate in meetings called by the Head of Key Stage.

1. ***As a member of staff***

Under the guidance and direction of the Headteacher and Senior Leadership Team, to:

* contribute to the school's commitment to raising achievement for all;
* carry out the professional duties of a schoolteacher, including participation in performance management within the school scheme;
* participate in, and prompt, arrangements for your training and professional development;
* carry out a share of supervisory duties in accordance with published rosters;
* participate in appropriate meetings with colleagues and parents relative to professional duties;
* implement all whole school and local authority policies.

*All teachers are expected to meet the Teachers’ Standards (DfE May 2012) in full.*

**Selection Criteria**

1. A degree
2. Qualified Teacher Status
3. A sound knowledge of the curriculum and an understanding of its assessment requirements
4. A passion for the subject and a creative approach to engaging students in it
5. High expectations for students’ progress and achievement
6. A commitment to the on-going development of your teaching
7. Strong classroom management skills
8. A commitment to exceptionally high professional standards
9. A commitment to equal opportunities and the safeguarding of all students

Nov 2017