



## Job Description

### TITLE AND GRADE OF POST

Teacher NQT/ MPR/ UPR

### AIM OF COLLEGE

The aim of Thurston Community College is to provide an excellent education in a healthy, safe, supportive learning environment, where people are valued and make positive contributions to the College community, and where students enjoy and achieve and go on to attain social and economic well-being as responsible, independent members of society.

### PURPOSE OF JOB

To facilitate high standards of learning and achievement for students by providing good quality teaching within a challenging and secure environment.

### CONTRACT TERMS AND DUTIES

This job description should be performed in accordance with the provisions of the ***School Teachers' Pay and Conditions Document*** and within the range of teachers' duties set out in that document.

### LOCATION

You will be expected to work at either the Main School campus in Thurston, or at the Sixth Form Campus in Beyton.

### CONTRACT TERMS AND DUTIES

This job description should be performed in accordance with the provisions of the ***School Teachers' Pay and Conditions Document*** and within the range of teachers' duties set out in that document.

### ACCOUNTABLE FOR

There are no line management responsibilities associated with this post

### ACCOUNTABLE TO

The Head of Department

### KEY RESPONSIBILITIES

- To teach the subjects, classes and groups as allocated by the Head of Department and the Leadership Team
- To ensure that high quality teaching and learning takes place in all allocated classes
- To support and participate in the curriculum development work of the department, including the writing of schemes of work and programmes of study



- To assist the Head of Department in the maintenance of high standards of work and behaviour within the department
- To be an Academic Tutor and to carry out the associated duties
- To support the Leadership Team in the effective operation of the College

### **SPECIFIC TASKS**

#### ***The main responsibilities of the post are to:***

- teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students
- set homework on a regular basis and mark student work promptly
- assess, monitor, record and report on student achievement in line with College and Department policy, including writing student reports and attending parents meetings
- assist in the identification of student special educational needs, and support the work of the Academic Support Team, including participation in the writing and review of individual education plans
- share in the development of course outlines, syllabuses and schemes of work within the department
- follow the course outlines, syllabuses and schemes of work agreed by the department
- make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Head of Department, Head of Sixth Form and Assistant Principal House Leaders
- monitor and record student attendance in line with College and Department policy, and support the Head of Department, Head of Sixth Form, Assistant Principal House Leaders, and the Vice-Principal in the maintenance of high levels of student attendance
- prepare for and attend Department and House or Sixth Form Team meetings and support the work of the Department, House Team or Sixth Form Team
- support and carry out policies and practices to promote positive student behaviour and achievement in the department within the framework of the College Behaviour Policy
- participate in and support the Performance Management Policy
- assist in the development of the College Improvement Plan and its review mechanism
- undertake specific duties within the department as agreed with the Head of Department
- undertake such other duties as reasonably required by the Principal