The King's School
Job Description

TEACHER	
Purpose:	• To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated department as appropriate. • To monitor and support the overall progress and development of students as a teacher/form tutor. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Head, SLT, teaching and support staff, LA representatives, external agencies and parents
Working time:	195 days per year, full-time (1265 hours directed time) or pro rata
Salary/grade:	M1 - UPS3
Disclosure level:	Enhanced
Teaching:	• 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. To mark, grade and give written/verbal and diagnostic feedback as required. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. • To ensure a high quality learning experience for students that meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods that stimulate learning appropriate to student needs and demands of the syllabus. • 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. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
Operational/ strategic planning:	• To assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department. • To contribute to the department, its development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole school's planning activities.
Management of resources:	• To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
Curriculum provision and development:	• To assist the Head of Department in ensuring that the department provides a range of teaching that complements the school's strategic objectives. • To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's aims and strategic objectives.
Pastoral system:	• To be a form tutor to an assigned group of students as required. • To promote the general progress and well-being of individual students and of the tutor group as a whole. • To liaise with a pastoral leader to ensure the implementation of the school's pastoral system. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

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Quality assurance	• To help implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria. • To review, from time-to-time, methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. • To evaluate and monitor the progress of students and keep up-to-date student records as required. • To contribute to the preparation of student action plans and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to tutorial, careers and enterprise learning according to school policy. • To apply the behaviour management systems so that effective learning can take place.
Management information:	• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, 4 Matrix, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	• To communicate effectively with the parents of students as appropriate. • When appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Marketing and liaison:	• To take part in marketing and liaison activities such as open evenings, parents' evenings, review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Staffing: **Staff development:** **Recruitment/ deployment of staff :**	• To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the appraisal process. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the school.
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 provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade. • 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.
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Safeguarding the students is of the highest importance to us – **all staff will require enhanced DBS disclosure**.	