

Job Description: Part time Teacher of Law & Criminology (0.6 FTE)

1 Title of Post: Teacher of Law & Criminology

2 Salary Grade: Teachers' Pay Scale

3 Relationships

- 3.1 The postholder is responsible to the Headteacher through the Faculty Leader – Science & Technology for teaching subject duties and to the Director of Learning for Form Duties.
- 3.2 The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- 3.3 The postholder liaises with parents, carers, and students as appropriate.

4 Purpose of the Job

- 4.1 To contribute to the teaching and other work of the Faculty and, as a Form Teacher, to undertake duties to support the progress of pupils in the Form.

5 Responsibilities

- 5.1 To teach and participate in the development of schemes of work, materials and syllabuses of the Faculty, attending meetings as necessary.
- 5.2 To take responsibility for your own professional development, using the Monmouth Comprehensive Performance Record and Development Sheet in the Performance Management Policy and professional Development Policy to guide and support progress with the aim of meeting professional standards.
- 5.3 To control and oversee the use and storage of books, stationery and other teaching materials ensuring that any health & Safety Regulations are observed.
- 5.4 To carry out the duties of a Form Teacher in respect of pupils to include:
 - the development of positive learning relationships
 - the establishment of rapport with pupils to develop their social and academic potential and be a main source of reference for their problems
 - the marking of Form registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not
 - the compilation of reports, profiles and references on pupils as required

- the monitoring of homework of pupils, the teaching of Form periods, escorting the Form to assemblies and attending tutor meetings called by the Directors of Learning
- 5.5 To work alongside the Directors of Learning to monitor students' progress and set targets, and ensure the needs of students are met.
- 5.6 To carry out supervision of pupils' duties as detailed by the Headteacher.
- 5.7 To ensure that students access the support they require from school and external agencies.
- 5.8 To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2014 and any other relevant Council and School policies relating to Safeguarding and Health and Safety.
- 5.9 To follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 5.10 Be aware of and comply with policies and procedures relating to Behaviour Management, uniform, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.11 Uphold and promote the vision and ethos of the school.
- 5.12 Participate in training, learning activities and performance development as required.

6 Professional Development

The school is committed to supporting all in developing their practice to achieve the very best outcomes for all students. Our CPD policy outlines the provision and practice for this role.

7 Performance Management

Our Performance Management policy and practice supports us in achieving the school's aims and objectives in raising standards. The Policy states how performance is measured in relation to the school's aims and priorities. These include:

- Pupil Progress data
 - Quality of teaching against Teaching Standards, the school's teaching and learning approaches and Estyn Guidance, including observed practice.
 - Self-assessment
 - Professional dialogue
 - Received feedback
 - Performance Management statements
 - CPD records
- 8 The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.
- 9 The job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.