|  |  |
| --- | --- |
| JOB DESCRIPTION |  |
| JOB TITLE | Secondary Teacher |
| RESPONSIBLE TO | Head Teacher |
| DIRECTORATE | People |
| DATE | April 2012 |
| GRADE | Main Grade Scale |

## Job Purpose

‘Subject to the policies of the school and the Council , the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload associated with:

* Teaching assigned classes together with associated preparation and correction.
* Developing the school curriculum
* Assessing, recording and reporting on the work of pupils
* Preparing pupils for examinations and assisting with their administration
* Providing advice and guidance to pupils on issues related to their education
* Promoting and safeguarding the health, welfare and safety of pupils
* Working in partnership with parents, support staff and other professionals
* Undertaking appropriate and agreed continuing professional development
* Participating in issues related to school planning, raising achievement and individual review
* Contributing towards good order and the wider needs of the school’.

***The Standard for Full Registration*** as agreed by the GTCS is applicable and is used to support the definition of the specific duties outlined below.

The balance of these duties will vary according to sector e.g. Nursery, Primary, Secondary or Special. The duties must be capable of being undertaken within contractual working time and have appropriate regard to workload.

**Secondary Teachers will be expected to:**

1. **Teach their assigned class or classes appropriately by:**
* Planning, organising and implementing Curriculum for Excellence to ensure breadth, balance and continuity and progression for each individual young person through the Broad General Education and Senior Phase
* Preparing pupils for examinations and assisting, where appropriate, in the administration associated with these examinations
* Supporting all young people to reach their potential thereby raising attainment
* Contributing to the development of the school curriculum
1. **To plan appropriately by:**
* Planning the learning of each class, taking into account the needs of the individual child, using all relevant information
* Organising and allocating available resources
* Contributing to the formulation and implementation of the school improvement plan
* Participating in agreed procedures for Personal Development and Review
* Participating in agreed monitoring and evaluation procedures using performance indicators outlined in the Education Scotland document, ‘How Good is Our School?’
1. **To prepare and deliver appropriate experiences and activities by:**
* Ensuring that the needs, interests and stage of development of every young person is met
* Creating a stimulating learning environment
* Providing opportunities for independent learning through investigation, problem solving and challenging activities
* Identifying and implementing a wide range of strategies for differentiation
* Ensuring smooth transitions for children at all transition points
* Liaising with and providing appropriate resources to support staff to assist them in the delivery of a challenging curriculum
1. **To appropriately assess, record and report on the work of pupils by**
* Assessing, evaluating and recording the progress and development of all young people
* Completing summative reports and transition records for all young people
* Reporting to parents and to external agencies when required
* Collaborating with colleagues and professionals from outside agencies in the planning, implementation and evaluation of Individualised Educational Programmes
1. **To participate in and contribute to CPD opportunities by:**
* Fulfilling the requirements of the agreement, ‘A Teaching Profession for the 21st Century’ and the agreed policy of South Ayrshire Council
* Contributing to the professional development of colleagues, including students
1. **To work in partnership with parents, support staff and other professionals by:**
* Liaising with parents, members of inter-disciplinary teams, other establishments and agencies as appropriate
* Participating in agreed parents’ meetings
* Getting it right for every child (GIRFEC)
1. **To promote and safeguard the health, welfare and safety of pupils by:**
* Participating in agreed procedures for the daily registration of pupils
* Contributing to agreed programmes of personal and social education of pupils
* Ensuring that all appropriate health and safety standards are observed and implemented
* Promoting and maintaining children’s positive behaviour
* Organising classroom space efficiently, effectively and safely

**Essential Post Holder Requirements**

* **GTCS registration**