

**THE COOPERS' COMPANY & COBORN SCHOOL**



**CLASSROOM TEACHER JOB DESCRIPTION**

**POST:** Part-time Teacher of Design & Technology

**RESPONSIBLE TO:** The Head of Department

**To deliver effective Teaching & Learning throughout the School and to be fully involved in the extra-curricular life of the school. Most classroom teachers carry out a form tutor role.**

**TEACHING DUTIES**

1. To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach Design & Technology at KS3 & KS4.
2. To plan teaching to achieve progression in pupils' learning in line with agreed expectations/targets.
3. To establish and maintain a purposeful working atmosphere which supports learning.
4. To set homework and mark in line with school policies.
5. To assess, record and report on pupils' progress.
6. Attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans
7. To communicate and consult with parents of students as necessary, (including telephone calls, emails, meetings, parental meetings etc).
8. To exploit opportunities to improve basic literacy, numeracy and ICT skills.
9. To participate in staff development opportunities and accept responsibility for own professional development.
10. To prepare students for examinations and participate in examination arrangements.
11. To carry out the role of form tutor as required.
12. This role is subject to a six-month probationary period.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job role profile does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

Signed: ..... Date: .....  
Employee

Signed: ..... Date: .....  
Line Manager