



Teacher Job Description

Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher and 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 achievement and maximising 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

Liaising with

- Headteacher/SLT, other Heads of Department and relevant staff with cross-School responsibilities, relevant non-teaching support staff, LA staff, parents, students.

Working time

- 195 days per year, full-time.

Salary/Grade

- Teachers' Main Pay Scale

DBS Disclosure level

Enhanced

Operational/Strategic Planning

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.

- To contribute to the Department's Improvement Plan and its implementation.
- To contribute to the whole School's planning activities.
- To contribute to the Departmental process of self-review and evaluation and Improvement Plan activities.

Curriculum Provision

- To assist the Head of Department, to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's mission statement.

STAFFING – Staff Development

- 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 Performance Management Review 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.

Quality Assurance

- To adhere to and help to implement School quality procedures.
- To contribute to the process of monitoring and evaluation of the Department in line with School procedures, including evaluation against quality standards and performance criteria. To implement modifications and improvement where required.
- 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.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the School's management information system.
- To complete the relevant documentation to assist in the tracking of students.
- To track the progress of your assigned students and use this information to inform your teaching and learning.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the School.
- To follow agreed policies for communications in the School.
- Attend meetings in accordance with School policy.

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.

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 and effective use of 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.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Head of Year to ensure the well-being and educational development of your assigned students.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans, progress files, individual education 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 PSHE and Citizenship (Life Skills) according to School procedures.
- To apply the behaviour management procedures so that effective learning can take place.

Teaching

- To teach students according to their education needs, including the setting and marking of work to be carried out by the student in School and elsewhere.
- 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, cross-curricular aspects and School subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of teaching strategies, which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain good order, discipline and respect for others; to promote understanding of the School's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To safeguard health and safety and to develop relationships with and between students conducive to optimum learning.
- To undertake assessment of students as requested by external examination bodies, Departmental and School procedures.
- To mark, grade and give written and verbal diagnostic feedback to students of individual work and group work they have undertaken.

Other Specific Duties

- To play a full part in the life of the School community, to support its distinctive ethos and mission statement and to encourage staff and students to follow this example.
- To support the School in meeting its legal requirements for worship.
- To promote actively the School's policies.
- To continue personal, professional development as agreed.
- To actively engage in the School's self-review and evaluation processes.
- To actively engage in the School's Performance Management processes.
- To comply with the School's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Teachers 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.

Teachers are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.