SUTTON GRAMMAR SCHOOL

Job Description

Post: Teacher

Salary/Grade: M1-U3

Reporting to: Head of Department

Responsible for: The provision of a full learning experience and support for pupils.

Liaising with: head/deputy head/assistant heads, teaching/support staff/external agencies and parents.

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher/ form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

MAIN DUTIES

Operational/ Strategic Planning

- To assist in the development and implementation of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject.
- To contribute to the subject and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole school planning activities.

Curriculum:

- To assist the Head of Department to ensure that the department provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's overall objectives.

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 school's performance management process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures and to seek/implement modification 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.
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Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools and contribute to the development of the school's website.

Management of Resources:

- 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 sharing and effective usage of resources to the benefit of the school, department and the pupils.

Pastoral System:

- To apply the behaviour management systems so that effective learning can take place.
- To be a form tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the form tutor group as a whole.
- To liaise with the head of year to ensure the implementation of the school's pastoral curriculum.
- To register pupils, 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 pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans, subject reviews and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHE, citizenship, enterprise and other cross-curricular initiatives according to school policy

Teaching:

- To undertake a designated programme of teaching, including the setting and marking of work, and ensure a high quality learning experience for pupils using a variety of teaching methods.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that literacy, numeracy and any current school foci are reflected in the teaching/learning experience of pupils
- To prepare and update subject materials.
- 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.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and school policies and to encourage other staff and all pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- 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.
- To undertake any other duty as specified by members of SLT 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.

Staff 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.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors, telephone callers and e-mailers.

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 member of staff who develops a disabling condition.

This job description may be changed by the Headmaster to reflect the changing needs/policies of the school in line with the school development plan.

Date (checked Nov 2019)