JOB DESCRIPTION

MAIN SCALE TEACHER

MAIN DUTIES

- To meet the core standards for teachers as outlined in the School Teachers' Pay and Conditions Document (STPCD).

- Assist in the development of appropriate schemes of work and resources;

- Contribute to the school/department's development plan and its implementation;

- Contribute to the ethos of the whole school and uphold it on an every-day basis;

- Support the school motto Aspire, Believe, Achieve;

- Attend staff development training sessions as agreed with your line manager and in line with school policy;

- Engage actively in the Performance Management Review process;

- Ensure the effective/efficient deployment of classroom support;

- Implement the School assessment and marking policy meeting all deadlines;

- Maintain appropriate records and to provide relevant accurate and up-to-date information;

- Track student progress and use information to inform teaching and learning;

- Communicate effectively and regularly with parents;

- Follow agreed procedures in relation to the use of IT equipment and policy on computer security;

- Take part in activities such as Open Evenings, Carol Concerts and Parents' Evenings etc;

- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students;

- Apply the Behaviour Management policy consistently.

PASTORAL SYSTEM

- Be a Form Tutor to an assigned group of students and follow the job outline as illustrated in the staff handbook;

- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life;

- Monitor the academic progress of each child in the tutor group;

- Evaluate and monitor the progress of students and keep up-to-date student records;

- Communicate as appropriate with the parents of students

- Contribute to PSE programme and ensure lessons are planned to the same stand as those of your main subject.

OTHER SPECIFIC DUTIES

- Play a full part in the life of the School community, to support its and ethos and to encourage staff and students to follow this example;

- Take part in the enrichment programme;

- Comply with the School's Health and Safety Policy and undertake risk assessments as appropriate;

- Follow the School Dress code and act as a role model for students and other members of staff;

- Undertake any other duty/ reasonable request as specified by STPCD or instructed by your line manager or Headteacher.

September 2019