

JOB DESCRIPTION

STANDARD SCALE TEACHER

Responsible to: Curriculum Area Leader/Subject Leader

SECTION 1 - GENERAL TEACHING DUTIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

Teaching & Learning

- To manage student learning through effective teaching in accordance with the Curriculum Area's schemes of work and policies.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives to the range of student needs, and ensure equal opportunity for all students.
- To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to develop students independence to take responsibility for their own learning.
- To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To work effectively as a member of the Department team to improve the quality of teaching and learning.
- To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure, and promotes their self-esteem.
- To consider the needs of all students within lessons (and to implement specialist advice) especially those who:
 - have SEN; are gifted and talented; are not yet fluent in English.

Monitoring, Assessment, Recording, Reporting, and Accountability

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge in line with the whole school policy.
- To contribute towards the implementation of Learning Plans (IEPS) as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To assess students' work systematically and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of students for each lesson.

Subject Knowledge & Understanding

- To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards & Development

- To be a role model to students through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To cover for absent colleagues as is reasonable, fair and equitable, in line with “rarely cover” arrangements.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School and Department handbooks and support all the School’s policies.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the school’s performance management process.
- To liaise effectively with parents/carers and with other agencies with responsibility for students’ education and welfare.
- To undertake any reasonable task as agreed with the Curriculum Area/ Subject Leader.
- To be familiar with the current SEN Code of Practice.
- Carry out any reasonable professional duties as directed by the Headteacher.

Pastoral Care Responsibilities

Every subject teacher will be expected to have pastoral responsibilities. This includes:

- Performing the role of an Academic Tutor or co-tutor.
- Being the first point of contact for students in their pastoral care group and their carers.
- Reporting to parents / carers in the role of Academic Tutor.
- Delivering academic tutorial sessions, assemblies and coaching and mentoring programmes.
- Monitoring the progress, conduct and attendance of those students in their tutor group.
- Responding to all issues of child protection following the school policy.
- Ensuring the confidentiality of all student information and data.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

The following tasks will be negotiated and agreed at the time of appointment and at annual review.

These additional tasks are seen as an important part of the School's professional development programme:

To be negotiated.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations