

## Teacher – Outline Job Description



### Accountable to:

Head of Subject (as subject teacher)  
Head of House (as Form Tutor)

### Performance Management by:

Head of Subject (in consultation with Head of House)

**Department:** Secondary subjects as dictated by specialism

**Pay Scale:** M1 – U3 as appropriate

**Timetable Load:** Up to 90% (unless otherwise modified by an additional TLR or NQT status)

### In accordance with Teachers Pay and Conditions: -

#### Job Purpose

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Keeping Children Safe in Education* agenda and Area Child Protection Procedures.
- To support the spiritual, moral, social and cultural development of pupils through both classroom teaching and in the role of Form Tutor.
- To contribute generally to the life of the school and actively contribute to the achievement of the school strategic plan, and provide and support opportunities for students to develop personally and academically throughout their school career.

#### Accountabilities

#### Creating a positive impact on the educational progress of pupils within the subject area.

This will include:

- Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.

- Work with EAL/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.
- Support individual learning, including pupils on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing pupil outcomes regularly.
- Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.
- Work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan and implementing and monitoring change.
- Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem.

### **Monitoring, Assessment, Recording, Reporting, and Accountability.**

This will include:

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Track pupil progress against baseline data, monitor achievement against targets set, and take appropriate action on pupil outcomes.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate electronic register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

### **Subject Knowledge and Understanding**

This will include:

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- Keep up-to-date with research and developments in pedagogy in the subject area.
- Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
- Keep up-to-date with technological change and the use of technology to enhance delivery, and pupil access, to the subject.

### **Professional Standards and Development**

This will include:

- Be a role model to pupils through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.

- Cover for absent colleagues as is reasonable, fair and equitable (in line with “Rarely Cover” guidelines).
- Be familiar with the School and Department handbooks and Departmental Portfolio contents and support all the School’s policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
- Maintain a working knowledge and understanding of teachers’ professional duties as set out in the current School Teachers’ Pay and Conditions document, and teachers’ legal liabilities and responsibilities relating to all current legislation, including ‘Keeping Children Safe in Education’, to implement the Children Act 2004 (and subsequent legislation), and the role of the education service in protecting children.
- Liaise effectively with parent/carers and with other agencies with responsibility for pupils’ education and welfare.
- Be aware of the role of the Governing Body of the School and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
- Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
  - have Special Educational Needs;
  - are gifted and talented;
  - are not yet fluent in English.

### **Health and Safety.**

This will include:

- Hold any H&S qualifications relevant to the teaching of your subject e.g. DATA Machinery Safety in Design Technology.
- Undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Have an understanding of visits’ procedures and the relevant actions to take when planning out of school activities.

### **Continuing Professional Development.**

This will include:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Implement and develop pedagogic procedures introduced through school, local or government initiatives.
- Implement the use of new technologies that enhance teaching and learning.
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.

- Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional pupil support or any activity directed by the Headteacher.
- Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues, especially NQTs and ITTs.
- Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

### **Pastoral Responsibilities**

This will include:

- To undertake the role of Permanent or Associate Form Tutor within a House or Year group.
- To maintain an accurate electronic register during registration periods and inform the Head of Year/House of any patterns of pupil absence.
- Be an initial point of contact for parents who have general concerns regarding their son or need to share non subject related details with the school.
- To plan for the effective use of form time or tutor periods.
- To monitor sanctions issued to members of the form and provide suitable intervention where appropriate e.g. Form tutor report, contacting parents or working with a Head of Year/House.
- To track rewards accrued by form members and celebrate positive contributions e.g. Postcards home, nominations for awards.
- To establish a form environment based on trust and respect so that pupils can confidently raise any issues that are causing them concern e.g. Bullying, Child Protection issues, family bereavement.

### **Other Specific Duties.**

- Actively contribute to the achievement of the school strategic plan, particularly, but not exclusively, where related to Computing.
- Provide and support opportunities for students to develop personally and academically throughout their school career.
- Undertake duties in accordance with the published duty rota and on an adhoc basis as required.
- Other duties, consistent with the role of teacher, that may, from time to time, be required.

## **SECTION 2 - ADDITIONAL DUTIES FOR THIS POST**

Additional tasks may 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:

This job description may occasionally be reviewed 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 of the School in relation to the post holder's professional responsibilities and duties.