Ash Manor School

Aspire and Achieve

JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title: **Standard Scale Teacher of Food Technology**

Location: **Ash Manor School**

MAIN PURPOSE OF JOB

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- To teach within the Department, and undertake other teaching duties as required by the Head of Department or Headteacher
- To support the daily work of the Department, including the implementation of policy decision, and the organisation of appropriate lessons

POSITION IN ORGANISATION

Name and position of immediate line manager: Head of DT

MAIN ACCOUNTABILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Accountability

- The academic performance and continuing development of students in your classes
- Ensuring all administrative and teaching processes are completed on time and effectively
- To deliver work compatible with Key Stage 3 and Key Stage 4 of the National Curriculum in all of its aspects, subject to the policy of the school
- To undertake all such duties as may be requested by the Head Teacher in accordance with the prevailing Teachers' Pay and Conditions Act, and local agreements

Liaison

- Leadership Team
- Subject Leader
- Students
- Parents
- Other Teaching and Support Staff

MAIN DUTIES AND CORE ACCOUNTABILITIES

Learning and Teaching

- To plan and prepare lessons, teach pupils as assigned, including the setting and marking of work
- To assess, record and report on the progress and attainment of pupils
- To oversee and monitor the academic progress of each teaching group
- To apply your methods of teaching and to participate in arrangements for further training
- To maintain good order and discipline among pupils, safeguarding their health and safety both on and off the school site when engaged in authorised activities
- To prepare students for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards
- To oversee a purposeful programme of study and activities for tutor time in partnership with the relevant Head of House

Recording and Assessment

- To support the Head of Department
- To provide or contribute oral or written assessments, reports and references as required for individual students

Pastoral Care

- To communicate and consult with parents of pupils as appropriate
- To participate in meetings arranged for any of the purposes described, within the school's directed time schedule

Relations with Parents

- To develop and maintain positive home school links in order to support student achievement

Other duties and responsibilities

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of School policies as appropriate
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour
- To manage own record keeping in respect of individual students' development, progress and attainment as appropriate
- To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured
- To attend relevant meetings and participate in training opportunities and performance development as required
- To participate in agreed schemes of teacher appraisal, to include all aspects of in-service training in liaison with the school professional tutor
- To comply with school policies and procedures with regard to Health and Safety, equal opportunities, race equality, conduct and dress
- To undertake any other duties as may be reasonably required

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

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.