

## **JOB DESCRIPTION - TEACHER**

**TEACHING ALLOCATION:** 20 Teaching periods, 5 Preparation, Planning & Assessment

**REPORTING TO:** Head of Department / Subject Leader

### **DUTIES**

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

### **PARTICULAR DUTIES**

Under the overall direction of the Headteacher

- Teach the subject, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of students. Monitor attendance in your tutor group and ensure that absence notes are returned.
- Ensure that excellent teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on student achievement and maintain records as required.
- Maintain accurate records and use assessment data to monitor progress, targets and take action as necessary.
- Contribute to the development of Schemes of Work, School and Department policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.
- Monitor targets for students on report.
- Undertake specific duties as agreed with your line manager.
- Attend and contribute to meetings and professional development activities.
- Contribute to the school's extra-curricular programme.
- Meet deadlines for reporting, marking, submission of coursework and other assignments.
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the school or examination boards.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.
- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Impact on educational progress.

## **PERSON SPECIFICATION - TEACHER**

### **EDUCATION & TRAINING:**

Qualified Teacher Status  
Knowledge of the current revised National Curriculum  
Willingness to continue own professional development

### **EXPERIENCE:**

Successful teaching in an inner city school (can be teaching practice)  
Teaching experience at both KS3 and 4

### **ABILITIES & APTITUDES:**

Clear, effective verbal and written communication  
Ability to work well as part of a team  
Commitment to promote student achievement  
Commitment to develop the ethos of the school  
Good ICT skills  
Ability to manage and adapt to change  
Excellent attendance and punctuality

### **OTHER REQUIREMENTS:**

Commitment to the school's Equalities Policy  
Commitment to the safeguarding of children