

**CARDIFF COUNCIL
SCHOOL - RECRUITMENT AND
SELECTION POLICY AND PROCEDURE
JOB DESCRIPTION**



School: Cantonian High School	Department: Humanities / WBQ
Job Title: Mainscale Teacher	Post Ref No: TBA
Grade: MPG	Hours: Full time

Special Conditions Applying: Professional standard of dress required EWC registered Enhanced DBS clearance

Reporting arrangements: Accountable to the Subject Area Leader or designate

Job Purpose: To provide professional management in the subject area and be accountable for high quality learning, the efficient and effective use of resources and improved standards of teaching and learning for all pupils taught.

Duties and Responsibilities: The duties outlined in this job description are in addition to those covered by the School Teachers' Pay and Conditions Document 2006. It may be modified by the head teacher, with your agreement, at a later date. The National Standards apply.
High Standard of Teaching and Learning <ul style="list-style-type: none"> To raise teaching, learning, academic and behavioural standards of pupils in all classes taught To act as a role model for pupils To keep up to date with practice, theory innovations and ideas relevant to the subject and share these with pupils To monitor and evaluate your work in the subject and department including self-evaluation and reviews To ensure that your work in the subject is based on sound pedagogy and methodology, whilst allowing for the incorporation of new and innovative approaches to teaching and learning that are shown to be effective and to ensure that all teaching and learning is of the highest standards To take part in lesson observation of colleagues working within the subject and department as requested as part of any formal or developmental or self-evaluative procedures at both departmental and school level To ensure that there is a suitable ambience and climate for learning within your teaching areas To have high expectations of the quality of teaching and learning within your classroom To use effectively the data supplied on the pupils in your subject and department and to undertake any relevant analysis of this as requested To ensure that your marking and assessment is carried out in accordance with best departmental and school policies and practice To ensure that all your reporting procedures are carried out in accordance with both departmental and school policies To contribute to keeping schemes of work up to date and relevant To participate in and contribute to training within the subject and department to deliver departmental and school objectives forms part of departmental and school training plans To participate in arrangements to enhance education through such devices as educational trips and visits, booster classes etc To make best use of any gained time allocated to contribute to high standards of teaching and learning as directed

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- To act as a form tutor, if required
- To offer appropriate, agreed extra-curricular activities

Performance Management and Capability

As part of the school's Performance Management arrangements, take an active part in our Performance Management arrangements. This will involve, working with your Performance Manager or Line Manager:

- Agreeing realistic yet challenging objectives
- Reflecting school, departmental and individual needs and aspirations
- Use of comparative data
- Use of up to date knowledge on subject, pedagogy, classroom management, inspection findings, use of ICT

As part of the Locally Agreed Capability arrangements to provide any evidence that might be required if these procedures were invoked against anyone from within the department

Contribution to the Whole School

- Contribute to the development of whole school policy
- To attend such meetings, parents' events, awards events, options events and other school functions as from time to time may be arranged, either during school hours or outside school hours but within the 1265 hours directed time
- To liaise with any appropriate external agencies as requested
- Represent the department views, concerns and interests within the appropriate school consultative structures if requested
- To support the school ethos, aims and agreed policies
- To offer guidance with regard to the department subject specialism to parents if required
- To administer the school's disciplinary / behavioural system, including the detention programme, across the age and ability range

Personnel

- To accept delegated appropriate tasks with reference to departmental aims and objectives, (and given the existing terms and conditions of service for teachers including those on UPS3)
- To contribute to supporting, guiding and motivating all members of the department
- To contribute to and help create, develop and support a sense of common purpose and positive ethos within the department team

Pupil Outcomes

- To be accountable for the academic progress of all pupils you teach, including for their performance at all Key Stages
- To contribute to setting and reviewing challenging individual and department targets

Resources

- To ensure the effective and efficient use and development of resources for your classes
- To be aware of appropriate Health and Safety policy, relevant to the department and to monitor and report to your line-manager such issues as they arise
- To undertake, with support, risk assessments as appropriate
- To ensure that your teaching spaces have an ambience conducive to learning

DATE COMPLETED:

AGREED BY:

Date Received by Post holder:

Signature of Post holder: