

# JOB DESCRIPTION

<b>MANAGEMENT DETAILS</b>	
Job Title:	TEACHER (Temporary)
Grade:	MAIN PAY SCALE
Reporting to:	GOVERNING BODY VIA THE HEADTEACHER
Line Manager:	CTL FOR DEPARTMENT
Directly Supervised Posts:	None
Indirectly Supervised Posts:	None
Employee Signature and Date:	
Line Manager Signature and Date:	
<b>DUTIES OF ALL TEACHING EMPLOYEES</b>	
1)	Work towards and promote the School Vision and the current school aims outlined in the School Improvement Plan.
2)	Work towards the National Standards for Qualified Teacher Status as defined in the latest version issued by the Teacher Training Agency.
3)	Fulfil the responsibilities of all teachers as defined in the most recent version of the School Teachers Pay and Conditions Document.
4)	Commit to safeguarding and promoting the welfare of children.
5)	Undertake professional development activities to enhance personal development and job performance.
6)	Carry out a share of supervisory duties in accordance with published rosters.
7)	Participate in appropriate meetings with staff and parents as defined by the school calendar.
8)	Be subject to DBS checks as required by the School.
<b>DUTIES SPECIFIC TO THIS POST</b>	
1)	Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for students matched to their needs thus ensuring high quality learning
2)	Continuously assess students, provide feedback, set targets for students and ensure they know how best to improve.
3)	Use positive discipline management techniques to resolve conflict and promote collaborative learning.
4)	Consistently apply and develop whole school policies to ensure effective learning and inclusion.
5)	Contribute to the teaching of literacy and numeracy across the curriculum.
6)	Use appropriate ICT to ensure effective learning.
7)	Act as a tutor to a group of students in accordance with the defined <i>Role of the Form Tutor</i> job description
8)	Work with parents as partners to raise standards and achievement.
9)	Form professional and co-operative working relationships with colleagues.
10)	Set a good example to students through professional conduct and personal presentation.
11)	Commitment to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them.
12)	Be responsible to your line manager.
13)	Deliver teaching, training and subject awareness-raising activities to students, staff and members of the wider community.
14)	In addition to the above you may be asked to undertake any other duties which may reasonably regarded as of a permanent nature shall be incorporated into the job description in specific cases.
<b>NOTES</b>	
1)	The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions Employment.
2)	This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed. In allocating time to the performance of duties, the post holder must have regard to the school's published Directed Time Policy.
3)	The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the post holder.

## PERSON SPECIFICATION

<b>SKILLS</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Excellent communication skills, both written and oral	Essential	Application form, interview
Good interpersonal skills, with the ability and experience to enthuse and motivate others	Essential	Application form, interview
Self-motivating and resilient	Essential	Application form, interview
Good planning and organisational skills and a flexible approach to the management of work	Essential	Application form, interview
Able to think and work strategically	Essential	Application form, interview
Ability to develop effective partnerships and networks	Essential	Application form, interview
Ability to work as part of a team and on own initiative	Essential	Application form, interview
Confident user of ICT	Essential	Application form, interview
<b>QUALIFICATIONS</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Qualified Teacher Status	Essential	Documentary evidence / application form
Degree in subject related course	Essential	Documentary evidence / application form
Vocational qualifications related to post	Desirable	Documentary evidence / application form
<b>EXPERIENCE</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Knowledge of National Curriculum and of KS3, GCSE and AS/A2 subject related courses.	Essential	Application form, interview
Experience of teaching KS3 and GCSE subject related courses.	Essential	Application form, interview
Experience of teaching AS/A2 subject related courses.	Desirable	Application form, interview
<b>OTHER</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
A willingness to participate in and a commitment to training and professional development	Essential	Application form, interview
A willingness to participate in the development of teaching and learning expertise.	Essential	Application form, interview
An understanding of Health and Safety legislation	Essential	Interview
An appreciation of anti-discrimination legislation and an understanding of own role within this	Essential	Interview
An understanding of safeguarding and child protection and own role within this	Essential	Application form and interview

