Malmesbury School

JOB DESCRIPTION

POST: TEACHER (Main Pay Scale)

PRIMARY FUNCTION: To be responsible for the day to day teaching and care of allocated groups.

LINE RESPONSIBILITY:

- Directly responsible to the Senior Curriculum Leader/Curriculum Leader for teaching commitment.
- Directly responsible to the appropriate Academic Leader and Student Support Leader for role as a form tutor (or as attached staff to the year group).

BUILDINGS AND EQUIPMENT:

Responsible for all learning materials, audio visual aids and consumable stock as allocated by Senior Curriculum Leader/Curriculum Leader.

Responsible for the physical condition of allocated classroom(s) including furniture and equipment in the room(s).

MAIN DUTIES:

1. To teach allocated groups according to the faculty/subject scheme of work and in accordance with the general methodology of the faculty/subject area and school.
2. To be responsible for the academic performance, behaviour and appearance of groups taught, in sympathy with the stated aims of the school and faculty/subject area.
3. To undertake the duties of a form tutor (or attached staff member to a year group) as allocated by the Headteacher.
4. To plan and prepare lessons.
5. To keep accurate records of the work covered by all teaching groups including records of homework and coursework set as part of the scheme of work.
6. To keep accurate records of students' progress and prepare such assessments and reports as are required by the faculty/subject area, school or National Curriculum.
7. To maintain accurate records of students' attendance at lessons and notify the Senior Curriculum Leader/Curriculum Leader and form tutor of any unusual absence.
8. To undertake a management role, appropriate to a main scale teacher, within the faculty/ subject area as indicated in this job description.
9. To contribute to the schemes of work and the improvement plan for the faculty/subject area.
10. To liaise with, and set appropriate tasks for, Teaching Assistants allocated to groups or individuals taught.
11. To deliver all aspects of the entitlement curriculum as required by the schemes of work.
12. To carry out tasks allocated in accordance with the faculty/subject area improvement plan and meet the targets set within the faculty/subject area plan.
13. To take part in the school appraisal review and to participate in an agreed programme of professional development.
14. To communicate and consult with parents in accordance with school policy and practice.
15. To start internal and external examinations where the presence of a subject specialist is required by the School Leadership Team.
16. To participate in the meetings programme of the school.
17. To ensure that the school Health and Safety policy is implemented.
18. To cover for absent colleagues when called upon, in accordance with school policy and practice within the national guidelines for workforce reform.
19. To complete the organisational tasks related to normal teaching duties.
20. To liaise with faculty support assistants related to administrative work within the faculty/subject area.
21. To be responsible for promoting and safeguarding the welfare of the children and young persons the school.
22. To follow all the school procedures for child protection and liaise with the Deputy Headteacher on all matters relating to issues of child protection.

<u>OTHER DUTIES</u>:

To be available for such duties as are mandatory and/or mutually agreed with a member of the School Leadership Team, or the Senior Curriculum Leader/Curriculum Leader.

June 2016