



## THE TIFFIN GIRLS' SCHOOL

### CLASSROOM TEACHER JOB DESCRIPTION MPS / UPR

#### Line of responsibility

The teacher is directly responsible to the Head of Department on curriculum matters and the Head of Year for pastoral issues.

#### Job content

The basic duties of a teacher are outlined in the current Teaching Standards. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.

#### Core responsibilities

- **Teaching:**
  - Plan work in accordance with departmental schemes of work and national curriculum programmes of study
  - Take account of students' prior levels of attainment and use them to set future targets
  - Set work when required for absent students
  - Maintain good discipline by following the Behaviour for Learning policies and procedures
  - Ensure punctuality and establish a purposeful working atmosphere during all learning activities
  - Maintain excellent classroom management with due regard to health and safety policies
  - Set appropriate and challenging work for all students
  - Ensure effective setting of homework and ensuring comprehensive feedback to students
  - Identify and work appropriately with 'special educational needs' students, 'academically more able' and disadvantaged students
  - Contribute to the extra-curricular provision of the school
- **Assessment, recording and reporting:**
  - Keep accurate records of students' work in line with school's Assessment and Marking policy
  - Mark and return work set, including homework within an agreed and reasonable time and in line with the school's Assessment and Marking policy
  - Use the school's marking scheme at all times
  - Complete records of achievement in line with school policy
  - Complete student reports in line with school policy
  - Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- **Pastoral work (Form Tutor):**
  - Follow schemes of work provided by Heads of Year or Senior Leadership Team in delivering of PSHE
  - Be aware of the strengths and needs of each student
  - Undertake regular tutor reviews with students, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects
  - Monitor and provide appropriate advice and guidance on individual student's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance
  - Promote high standards of behaviour and attitudes to work within the group
  - Promptly complete administrative tasks relating to the group
  - Complete other tasks appropriate to the tutor role

**Post threshold teachers:**

As a post threshold teacher, to act as a role model for teaching and learning, to make a distinctive contribution to raising standards across the school, to continue to develop own expertise, post threshold and provide regular coaching and mentoring to less experienced teachers.

**General:**

- The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date
- Update knowledge at a subject and national level by keeping up to date on research and inspection findings and other pedagogical information
- Keep ICT skills updated to ensure effective use of technology
- Demonstrate commitment to own professional development
- Attend and contribute to key stage, subject, team and full staff meetings
- In relation to the school's strategic plan, contribute towards the goals and targets
- Maintain a professional interest in educational initiatives relevant to the teacher's subject(s)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection and safeguarding matters

The post holder may be required to perform any other reasonable tasks commensurate with a teaching post and in line with the school's terms and conditions.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification.