



Job Description – Teacher

Job title	Teacher
Line manager:	The Principal, members of senior management team (SMT) and the governing body of the school.
Supervisory responsibility:	The postholder may be responsible for the supervision of the work of classroom assistants relevant to their responsibilities.

Main purpose of the job:

- To offer all learners an effective education in a stimulating environment.
 - To deliver the curriculum as relevant to the age and ability group/subject, other relevant initiatives, including Every Child Matters, CIE curriculums and the school's own schemes of work.
 - To work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies as necessary.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
 - To offer support and development across the school as required by the Principal, including playing a proactive role within continual professional development, both for themselves and others.
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Duties and responsibilities

All teachers are required to carry out the duties of a school-teacher as set out in the Staff Handbook. At this school the following areas have been highlighted as being of particular importance.

Teaching

- Be a positive role model in terms of behaviour, work and attitudes.
- Set high standards of work and behaviour in the class and all other areas of the school.
- Plan for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of individual learners.
- Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs.



- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.
- Use Google Classrooms when appropriate.
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development.
- Advise and work collaboratively with the Principal and others on the preparation and development of teaching materials, teaching programmes, CPD, methods of teaching and assessment and pastoral arrangements as appropriate.
- Ensure that deadlines are met consistently, particularly in planning.
- Ensure that teaching and learning adhere to the ethos of the school, and contains teacher strategies as advocated by the teaching team, including AfL, target setting and assessment.

Other

- Carry out playground and other duties as directed.
- Communicate and consult with the parents/carers of learners.
- Communicate and co-operate with any relevant external bodies.
- Be fully conversant with the school's procedures and policies.
- Conduct a minimum of two after school activities per week.

Performance management/Appraisal

- Participate fully with arrangements made in accordance with the Staff Handbook and school policy.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.
- Involve yourself in the CPD of others. The teaching team at SIS expect all staff to help contribute to training in an area where they are comfortable.



Health and well-being

- Establish a purposeful and safe learning environment for learners.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self-control and independence of all learners.
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Staff at the school is expected to keep calm at all times. It is not acceptable to shout at children or treat them in any way that may cause them physical or mental discomfort or harm. Teachers who do so may be subject to school disciplinary policy.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Cover for absent colleagues as required by the Principal.
- Attend school trips and residential.
- Treat their colleagues courteously and with professional respect. Staff who fails to do so shall be subject to disciplinary procedures as outlined within the Staff Handbook.

External examinations

- Participate in arrangements for external examinations and assessment.

Management

- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers and teachers serving probationary periods.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.



Administration

- Participate in and carry out any administrative and organisational tasks as required by school policy.
- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.

Exercise of particular duties

- Perform any reasonable duties as requested by the Principal

Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.