

Job Description: Teacher

Post Title	Teacher
Reporting To	Head of Department/Subject Coordinators; Vice Principals
Responsibility Level	Academic Staff
Main Duties	<p>Planning, Teaching & Class Management</p> <ul style="list-style-type: none"> To teach students by planning for progression of learning through: <ul style="list-style-type: none"> Identifying clear learning objectives and specifying how they will be taught and assessed Planning tasks that challenge all students and ensure high levels of curiosity and engagement Setting appropriate and demanding expectations Setting clear targets, building on prior attainment Be aware of and make provision for students who are SEND/EAL/G&T, or who have other particular individual learning needs Provide a clear structure for lessons maintaining pace, motivation and challenge Make effective use of assessment and ensure coverage of programmes of study Ensure effective teaching and best use of available time Maintaining discipline in accordance with the School's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and home learning Use a variety of teaching methods to: <ul style="list-style-type: none"> Match approach to content, structure information, present a set of key concepts or ideas, and use appropriate vocabulary Use effective questioning, listen carefully to students, give attention to errors and misconceptions Select appropriate learning resources and develop study skills through library, ICT and other resources Ensuring students acquire and consolidate knowledge, skills (competences) and understanding appropriate to the subject taught Evaluating own teaching critically to improve effectiveness Ensuring the effective and efficient deployment of classroom support Liaise with the Head of Department to ensure the implementation of department policy and best practice <p>Monitoring, Assessment, Recording & Reporting</p> <ul style="list-style-type: none"> Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching Mark and monitor students' work and set targets for progress Assess and record students' progress systematically and keep records to check that work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level that the student is achieving

	<ul style="list-style-type: none"> • Undertake assessment of students as required by examination bodies, departmental and school procedures • Prepare and present informative reports to parents • Undertake assessment of students and participate in the School's system reporting to parents <p>Curriculum Development</p> <ul style="list-style-type: none"> • Support the Head of Department in collaboratively developing long and medium term plans, which identify clear targets and success criteria for the learning journey <p>Pastoral Duties</p> <ul style="list-style-type: none"> • To be a Homeroom Teacher to an assigned group of students • Promote the general progress and wellbeing of the Homeroom Group as a whole • Register students, monitor and follow up on attendance issues • Accompany students to assemblies and encourage their full participation in all aspects of school life • Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved • Contribute to the delivery of the Wellbeing Curriculum • Report any safeguarding concerns to the designated Safeguarding Lead at the earliest opportunity <p>Other Professional Requirements</p> <ul style="list-style-type: none"> • To embody the values, vision and ethos of KGIS, and the Inspired core values • To ensure that the KGIS and Inspired policies, procedures and codes of conduct are followed at all times • To know subject(s) or specialism(s) to maintain effective teaching, and to take account of wider curriculum developments • To establish effective working relationships and set a good example through presentation, and personal and professional conduct • Endeavour to give every child the opportunity to reach their full potential and meet the high expectations set • Cooperate with other staff to ensure a sharing and effective use of resources to benefit the School, Department and students • Contribute to the extra-curricular programme through the leadership of a minimum of one extra-curricular activity per week • Contribute to the corporate life of the School through effective participation in meetings and systems necessary to coordinate the management of the School • Take part in marketing and liaison activities such as Open Days/Evenings, Parent Consultation Meetings, Review Days and school events • Liaise effectively with parents, leadership and the School Board • Take responsibility for own professional development and duties in relation to school policies and practices
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------