

LILIAN BAYLIS TECHNOLOGY SCHOOL

JOB DESCRIPTION

Post: Subject Teacher (CPS)

1. WORKING WITH OTHERS

Key Responsibilities	Key Tasks
<ul style="list-style-type: none">• Work collaboratively with colleagues.• Establish good working relationships with parents to promote pupils' learning and development.	<ul style="list-style-type: none">• Work as a team member, planning co-operatively, sharing information, ideas and expertise.• Play an active part in school meetings and working groups.• Work to develop home-school partnership activities and support the agreed home/school contract arrangements.• Participate in parents and local community events.

2. TEACHING AND LEARNING

Key Responsibilities	Key Tasks
<ul style="list-style-type: none">• Using knowledge of school policy and National Curriculum requirements, plan, deliver, evaluate and assess lessons differentiated to meet the needs of individuals and groups promoting progression, continuity and quality of learning.• Use a variety of suitable teaching and learning styles and clearly communicate learning objectives and expectations.• Take every opportunity in all school activities to raise standards of literacy, numeracy, ICT and other key skills to give pupils access to all curriculum areas as well as enabling them to become lifetime learners.• Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.	<ul style="list-style-type: none">• In line with school policy and procedure plan, deliver and evaluate lesson plans and where appropriate, schemes of work.• Use agreed procedures for assessing, recording and reporting on progress and attainment of pupils.• Prepare pupils for internal and external tests and examinations informing and using whole-school data to raise expectation and standards of achievement.• Use the whole school 'Put Learning First' behaviour code.

3. PASTORAL

Key Responsibilities	Key Tasks
<ul style="list-style-type: none">• Lead, manage and work collaboratively with pupils assigned tutor group.• Maintain good order and discipline in order to raise standards and maximise expectations.• Use data to inform target setting and raising individual standards of achievement.• As a tutor, monitor pupil progress and welfare so as to be aware of circumstances that impact on pupil development and standards.• Safeguard the health and safety of all pupils.	<ul style="list-style-type: none">• Provide guidance and advice to pupils on educational and social matters and on their next stage of education and future careers.• Record and report progress, attendance, punctuality and behaviour in line with agreed procedures.• Work with students during tutor periods to review progress, set targets, identify target grades and establish.• Support pupils with extra curricular and support activities during tutor periods, registration.• As a tutor undertake delegated responsibility for pastoral care of a group of pupils fully implementing the school's pastoral philosophy.

4. EVALUATION AND IMPROVEMENT

Key Responsibilities	Key Tasks
<ul style="list-style-type: none">• Monitor and assess pupils' work and use assessment to inform planning and to identify individual needs.	<ul style="list-style-type: none">• Monitor and evaluate progress made and standards achieved by individuals and groups. Use data to measure progress made against potential suggested by prior attainment.• Review own teaching and programmes or work as part of performance management with a view to participating in appropriate further training and professional development.

5. MANAGEMENT OF FINANCE AND RESOURCES

Key Responsibilities	Key Tasks
<ul style="list-style-type: none">• Manage delegated budget.• Organise and maintain a stimulating working environment appropriate for the range of activities taking place.• Teach pupils to take responsibility for resources and the environment.• Ensure that resources are organised and readily available to promote learning.	<ul style="list-style-type: none">• Monitor, control and order books, ICT and other equipment taking advantage of support staff.• Ensure that spaces for learning are attractive and well kept, free from litter and graffiti, conducive to safe and stimulating working by reporting any 'faults'.• Manage display.

LILIAN BAYLIS TECHNOLOGY SCHOOL

SUBJECT TEACHER (CPS)

PERSON SPECIFICATION

Qualifications

Qualified Teacher status or be prepared to work towards it.

Commitment to further professional development.

Knowledge, Skills and Competencies

- 1 The ability to apply knowledge and understanding of the characteristics of high quality teaching. The willingness to adopt new strategies for improving and sustaining a high standard of teaching, learning and achievement.
- 2 Ability and willingness to utilise Information and Communication Technology to aid teaching and learning.
- 3 Ability and willingness to fulfil the role of tutor.
- 4 Ability to identify, take direction and respond to key issues affecting pupils' achievement.
- 5 Good understanding of issues associated with Inner City schools and commitment to promoting equality of opportunity in all aspects of school life.
- 6 Ability to promote and celebrate the school's linguistic and cultural diversity.
- 7 Ability to promote the ethos of the school and pupils' spiritual and moral development.
- 8 Good inter personal skills and an ability to learn from example.
- 9 Effective communication skills and the ability to relate to people at all levels.

Personal Attributes

- 1 Commitment to team working.
- 2 Ability to deal sensitively with pupils, parents and colleagues.
- 3 Commitment, enthusiasm and energy for the job.
- 4 Ability to act as an ambassador for the school in the wider community.