



BUDEHAVEN
COMMUNITY SCHOOL

Headteacher: Mr David Barton BMus MA



Gold Partner
2011/12

connect ~ create ~ innovate ~ inspire ~ learn

JOB DESCRIPTION

POST TITLE: MAIN SCALE TEACHER

PURPOSE OF POST:

- To share and support the aims and objectives of Budehaven Community School.
- To plan and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in your classes.
- To facilitate and encourage an active learning experience that provides students with the opportunity to succeed and achieve their individual potential.
- To monitor and support the overall progress, development and personal growth of students as a teacher and form tutor.
- To actively contribute to the work of a specified subject area(s) and contribute to the raising of student attainment.
- To support other staff within the teams you work.
- To take a full part in the life of the school community.

TO WHOM POSTHOLDER REPORTS:

- Leader of Learning and, where appropriate, Assistant Leaders of Learning.
- Coordinator of Learning and Personal Well Being

GENERIC RESPONSIBILITIES:

Student Learning

1. To plan and prepare courses and lessons for the students in classes assigned to you.
2. To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the subject area.
3. To contribute to the subject areas evaluation, review and development planning and its implementation.
4. To ensure the effective and efficient deployment of learning and teaching support in your classroom.
5. To maintain appropriate records and to provide relevant accurate and up to date subject area information and for MIS as required.
6. To monitor student progress and use data to inform teaching and learning.
7. To communicate effectively with students.
8. To communicate effectively with the parents of students.
9. To take part as required in Parents Evenings, Teaching and Learning Evenings and liaison events with other schools (eg, partner primary schools).
10. To contribute to the development of effective links with external agencies to enhance the learning process.
11. To maintain good order and discipline, and apply the Behaviour Management System of the school so that effective teaching and learning can take place.



Teaching

1. To teach students according to their learning and educational needs, including the setting and marking of work to be carried out in school and elsewhere.
2. To have high expectations of the students in your classes.
3. To ensure a high quality learning experience for students.
4. To prepare and update teaching materials.
5. To use a variety of teaching and learning methods that will stimulate learning.
6. To incorporate Assessment for Learning strategies as part of your teaching.
7. To encourage good practice with regard to standards and quality of work and homework, punctuality and behaviour.
8. To expect and encourage good manners and respect for other people.
9. To assess, record and report on the attendance, progress, development and attainment of students and to ensure records are kept as required.
10. To mark, grade and give written/verbal feedback to the student as required.
11. To provide, or contribute to, oral and written assessments reports and references relating to individual students or groups of students.

Staff Learning

1. To take responsibility for your own personal learning and development in your subject area and in teaching pedagogy.
2. To take part in the school's staff learning programme by participating in arrangements for further training and professional development.
3. To work as a member of a subject team; to support colleagues and encourage colleagues to support you.
4. To engage actively in the school's Performance Management process.

Student Personal Well Being

1. To be aware of, and embrace, the Every Child Matters framework in your classroom and around the school.
2. To be a Form Tutor to an assigned group of students.
3. To promote the progress and personal well being of individual students and of the Tutor Group as a whole.
4. To liaise and support the Coordinator of Learning and Personal Well Being to ensure the development of a year group ethos, and to ensure the implementation of the school's pastoral system.
5. To register the students in their Tutor Group, accompany them to assemblies, encourage full attendance and punctuality, and encourage them to participate in all aspects of school life.
6. To support the Coordinator of Learning and Personal Well Being in:
 - a. evaluating and monitoring the progress of students
 - b. contributing to the target setting for students in your Tutor Group
 - c. contributing to the preparation of Action Plans and annual reports as required
7. To alert staff as appropriate to changes in students' specific circumstances as they arise.
8. To communicate as appropriate with parents of the students and to take an active and full part in the Monitoring Day programme.

All teachers are expected to:

- exercise their general professional duties as laid down in the School Teachers Pay and Conditions Document (specifically, paragraphs 71.1 – 76.5; a copy of this section is posted on the Staff Pool in the 'Review of Staffing Structure' folder).
- comply with any reasonable request from a manager to undertake work of a similar nature and level that is not specified above
- be courteous and provide a welcoming environment to all visitors to the school.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.