



## **The Gilberd School**

### **Job Description – Teacher**

**Line Manager:** Curriculum Leader/Subject Leader

**Salary Grade:** Classroom Teachers' Pay Scale

#### **Job Purpose:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, fulfilling all the requirements and duties set out in the current School Teachers' Pay and Conditions Document, as well as the relevant standards for teachers.
- To be an effective form tutor, reinforcing the culture of the school and the core values of The Gilberd Way.

#### **Key Responsibilities:**

##### **Professional Standards and Duties**

- Be aware of the duties set out in the current School Teachers' Pay and Conditions Document, as well as the relevant standards for teachers.
- Be a role model to students at all times by adhering to The Gilberd's high expectations of dress, manner, punctuality and policies.
- Be familiar with the School's Staff Handbook, calendar and school policies.
- Set adequate cover work when absent following the stated procedure.
- Ensure registers are taken promptly every lesson and seating plans are up to date.
- Communicate professionally (in writing, via email, via the telephone or in person) with staff, parents and students at all times.
- Establish effective professional working relationships with colleagues and other relevant professionals.
- Adhere to the health and safety guidelines and procedures of the school and ensure equipment is used safely at all times.
- Adhere fully to the school's safeguarding training and procedures.
- Carry out before school, break time and after school, duties as directed.
- Contribute to the subject area's extra-curricular provision.
- Attend and contribute to meetings positively.

## **Teaching and Learning**

- Set high expectations of all students in line with the aims of the school.
- Use the agreed behaviour management and reward systems of the school.
- Prepare and teach effective lessons to assigned classes in accordance with statutory requirements, school aims and objectives, school policies and the subject/curriculum area's schemes of work – including homework.
- Utilise available student data and information from the Learning Support and Pastoral Teams and modify teaching accordingly.
- Use a range of teaching and learning strategies and resources so that the needs of individual students are met.
- Assess students' work in accordance with statutory requirements, as well as school and subject area policy, maintaining accurate records of student attainment. Ensure external examination requirements are met.
- Use assessment to identify students' strengths and weaknesses and to plan subsequent lessons and interventions accordingly.
- Complete reports per school policy, ensuring deadlines are met.
- Communicate with parents and attend parents' evenings for those classes that are taught.

## **Professional Development**

- Take responsibility for personal CPD, keeping up to date with subject knowledge and general teaching pedagogy including up to date knowledge of the subject National Curriculum and relevant examination specifications.
- Implement practices introduced through whole school initiatives as appropriate.
- Participate in school the school monitoring of teaching and learning as required, reflecting on feedback and acting upon advice given.
- Participate fully in the school's Staff Development (PMR) process, evaluating and improving own practice at every opportunity. Maintain a portfolio of evidence to support the movement to UPS.

## **Form Tutor**

- Offer care and support to students in all aspects of their school life, developing a knowledge of each individual.
- To uphold the school's culture with regular standards checks. Monitor and manage student information and standards – acting according to school system when appropriate.
- Act as a first point of contact with parents for pastoral matters, building a positive and supporting relationship, forwarding pertinent information to teachers and the Head of Year.
- Adhere to and deliver the tutor programme effectively.
- Ensure information is communicated effectively to tutees.
- Encourage and support all tutees to participate and develop new skills.
- Attend assemblies, arriving before tutees and ensuring the form class arrive in an orderly manner. Deliver assemblies when required within the tutor team.

## Teachers on UPS

- It is expected that requirements of this job description and all teaching standards, both in terms of teaching and personal and professional conduct, are sustained.
- Teaching should be highly effective **overall**.
- The teacher should demonstrate over a **sustained** period an ability to support some pupils to exceed expected levels of progress/achievement.
- The teacher has **consistently** taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning.
- The teacher should demonstrate that they have made an impact on the school **beyond their own** class/group(s) over a **sustained** period.

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation, may be changed by the Headteacher to reflect or anticipate changes in the job requirements which are commensurate with the grade and job title.

The content of this job description will be reviewed on an annual basis in line with the school's performance review policy.

Please complete the following statements as appropriate and return a signed copy to the Headteacher for retaining on your personal file.

Role	Statement	Signature	Date
Post Holder	I confirm that I have seen and agreed this Job Description.		
Line Manager	I confirm that I have discussed this Job description with the post holder and confirm it reflects the current role.		
	or		
	I confirm that I have discussed this Job description with the post holder and make the following recommendations. * Please include a copy of the proposed changes on an annotated job description.		
Headteacher	I confirm the role has been reviewed and authorise/do not authorise the changes to the Job Description.		