Thomas Alleyne's High School, Uttoxeter, Staffs

JOB DESCRIPTION

1	**NAME OF POST HOLDER:**	
2	**Post Title:**	**Teacher**
3	**Post Purpose:**	Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
4	**Specific Aims**	
4a	General teaching duties	To support the Head of Department and to raise standards of student attainment and achievement within your curriculum area. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students as directed by your HOD. To monitor and support the overall progress and development of students as a teacher and, where applicable, as a Form Tutor. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. To follow agreed strategies to ensure a quality learning experience for all students.
4b	Form tutor duties	To support the Head of House to raise standards of student attainment and achievement within the Tutor Group. To monitor and support the overall progress and development of students in the Tutor Group, including monitoring of rewards, concerns, planners etc To assist with the maintenance of accurate and up-to-date information concerning the Tutor Group, including attendance, punctuality, achievement data etc. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth, including attendance at assemblies, whole key stags/year group activities etc. To facilitate and encourage a Tutor Group ethos which provides students with the opportunity to achieve their individual potential.
5	**Reporting to:**	Head of Department
6	**Responsible for:**	*Not applicable*
7	**Liaising with:**	Head/Leadership Team, teachers and support staff, LA representatives, external agencies and parents.
8	**Working Time:**	Full time or Part Time (pro rata) as specified within the STPCD
9	**Salary/Grade:**	Classroom Teachers' Pay Scale
10	**Disclosure level**	Enhanced

Appendix 1: Expectations of Teacher/Form Tutor

11.	OPERATIONAL/ STRATEGIC PLANNING:
11.01	To understand the requirements of the secondary strategy and to support the Head of Department and Deputy Head of Department in ensuring these requirements are met.
11.02	To use data as directed by your Head of Department to effectively identify, monitor, track and follow up student progress, ensuring the highest levels of achievement.
11.03	To apply ICT in the curriculum area, as directed by your Head of Department.
11.04	To comply with all school policies and procedures, for example Equal Opportunities, Health and Safety.

12.	CURRICULUM PROVISION:
12.01	To deliver of an appropriate, comprehensive, high quality curriculum programme as directed by your Head of Department.

13.	CURRICULUM DEVELOPMENT:
13.01	To support curriculum development within the whole curriculum
13.02	To keep up to date with national developments in the subject area and teaching practice and methodology.
13.03	To monitor actively and respond to curriculum development and initiatives as directed by your Head of Department.

14.	STAFFING
14.01	To identify your staff development needs and request of your Head of Department that appropriate programmes are designed to meet such needs.
14.02	To continue professional development as agreed with Head of Department.
14.03	To engage actively in the performance management review process

15.	MONITORING AND EVALUATION
15.01	To monitor and evaluate students' progress in line with agreed school procedures and as directed by your Head of Department.
15.02	To assist with the modification and improvement where required within your curriculum area.

16.	MANAGEMENT INFORMATION:
16.01	To assist with the maintenance of accurate and up-to-date information concerning your curriculum area as directed by your Head of Department.

17.	COMMUNICATIONS & LIAISON:
17.01	To assist with ensuring effective communication/ as appropriate with the parents of students

18.	MANAGEMENT OF RESOURCES:
18.01	To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources
18.02	To co-operate with other curriculum areas to ensure a sharing and effective usage of resources to the benefit of the school and the students.

19. PASTORAL SYSTEM:

19.01 To assist with the monitoring of the overall progress and development of students within the curriculum area.

19.02 To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

19.03 To implementation of the Behaviour Management system so that effective learning can take place.

20. SCHOOL ETHOS:

20.01 To play a full part in the life of the school community, to support its shared values and to encourage staff and students to follow this example.

20.02 To support extra curricular activities through ensuring that information is given to students

20.03 To promote actively the school's corporate policies.

20.04 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.