


Name:		Date Drafted:	
		Date Reviewed:	
JOB DESCRIPTION			
<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Northworthy Trust. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>			
MANAGEMENT DETAILS			
Job Title:	Teacher		
Salary:	Main Pay Scale 1-6		
Reporting to:	Governing Body via the Headteacher		
Line Manager:	Head of Department		
Directly Supervised Posts:	None		
Indirectly Supervised Posts:			
Employee Signature and Date:			
Line Manager Signature and Date:			
DUTIES OF ALL EMPLOYEES			
<ol style="list-style-type: none"> 1) Work towards and promote the School Vision and the current school aims outlined in the School Improvement Plan. 2) Work towards the National Standards for Qualified Teacher Status as defined in the latest version issued by the Department for Education. 3) Fulfil the responsibilities of all teachers as defined in the most recent version of the School Teachers Pay and Conditions Document. 4) Commit to safeguarding and promoting the welfare of children. 5) Undertake professional development activities to enhance personal development and job performance. 6) Carry out a share of supervisory duties in accordance with published rosters. 7) Participate in appropriate meetings with staff and parents as defined by the school calendar. 8) Be subject to DBS checks as required by the School. 			
DUTIES SPECIFIC TO TEACHERS			
<ol style="list-style-type: none"> 1) Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for students matched to their needs thus ensuring high quality learning 2) Continuously assess students, provide feedback, set targets for students and ensure they know how best to improve. 3) Use positive discipline management techniques to resolve conflict and promote collaborative learning. 4) Consistently apply and develop whole school policies to ensure effective learning and inclusion. 5) Contribute to the teaching of literacy and numeracy across the curriculum. 6) Use appropriate ICT to ensure effective learning. 7) Act as a tutor to a group of students in accordance with the defined <i>Role of the Form Tutor</i> job description 8) Work with parents as partners to raise standards and achievement. 9) Form professional and co-operative working relationships with colleagues. 10) Set a good example to students through professional conduct and personal presentation. 11) Commitment to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them. 12) Be responsible to your line manager. 13) Deliver teaching, training and awareness-raising activities to students, staff and members of the wider community. 14) In addition to the above you may be asked to undertake any other duties which may be commensurate with role / grade. Any additional duties which are reasonably regarded as of a permanent nature shall be incorporated into the job description in specific cases. 			
NOTES			
<ol style="list-style-type: none"> 1) The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions Employment. 2) This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed. In allocating time to the performance of duties, the postholder must have regard to the school's published Directed Time Policy. 			

3) The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder.