### ST. BARTHOLOMEW’S SCHOOL



**job description**

|  |  |
| --- | --- |
| **1.** | **INTRODUCTION** |
|  |  |  |
| **1.1** | **Post Title:** | TEACHER |
|  |  |  |
| **1.2** | **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).To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher/Form Tutor.To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.To be accountable for achieving the highest possible standards of student attainment.To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. |
|  |  |  |
| **1.3** | **Reporting to:** | Head of Faculty / Head of Department / Head of Subject. |
|  |  |  |
| **1.4** | **Primary Accountability:** | The provision of a full learning experience and support for individuals and groups of students. |
|  |  |  |
| **1.5** | **Liaising with:** | Headteacher, Leadership Team, teachers and support staff, external agencies, parents and carers. |
|  |  |  |
| **1.6** | **Working Time:** | As specified within the STPCD. |
|  |  |  |
| **1.7** | **Salary/Grade:** | Classroom Teachers' Pay Scale. |
|  |  |  |

|  |  |
| --- | --- |
| **2.** | **TEACHING** |
| **2.1** |  | To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. |
| **2.2** |  | To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. |
| **2.3** |  | To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. |
| **2.4** |  | To ensure that ICT, Literacy, and Numeracy are reflected in the teaching/learning experience of students. |
| **2.5** |  | To undertake a designated programme of teaching. |
| **2.6** |  | To ensure a high quality learning experience for students which meets internal and external quality standards. (Please refer to the School’s: Code of Conduct; and Department for Education: Teachers’ Standards).  |
| **2.7** |  | To prepare and update subject materials. |
| **2.8** |  | To use a variety of delivery methods which, will stimulate learning appropriate to student needs and demands of the syllabus. |
| **2.9** |  | To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent learning. |
| **2.10** |  | To undertake assessment of students as requested by external examination bodies, departmental and school procedures. |
| **2.11** |  | To mark, grade and give written/verbal and diagnostic feedback as required. |
| **3.** | **OPERATIONAL/ STRATEGIC PLANNING:** |
| **3.1** |  | To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. |
| **3.2** |  | To contribute to the faculty team development plan and its implementation. |
| **3.3** |  | To plan and prepare courses and lessons. |
| **3.4** |  | To contribute to the whole school’s planning activities. |
| **4.** | **CURRICULUM PROVISION:** |
| **4.1** |  | To assist the Head of Faculty/Subject Co-ordinator to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives. |

|  |  |
| --- | --- |
| **5.** | **CURRICULUM DEVELOPMENT:** |
| **5.1** |  | To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Aims and School Development Plan. |

|  |  |
| --- | --- |
| **6.** | **STAFFING:** |
| **6.1** |  | To take part in the school’s staff development programme by participating in arrangements for further training and professional development. |
| **6.2** |  | To continue personal development in the relevant areas including subject knowledge and teaching methods. |
| **6.3** |  | To engage actively in the Performance Management Review process. |
| **6.4** |  | To ensure the effective and efficient deployment of classroom support to ensure high quality learning. |
| **6.5** |  | To work as a member of a designated team and to contribute positively to effective working relations within the school. |
|  |  |  |
| **7.** | **QUALITY ASSURANCE:** |
| **7.1** |  | To help to implement school quality procedures and to adhere to those. |
| **7.2** |  | To contribute to the process of monitoring and evaluation of the curriculum provision in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required. |
| **7.3** |  | To regularly review methods of teaching and programmes of work. |
| **7.4** |  | To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
| **8.** | **MANAGEMENT INFORMATION:** |
| **8.1** |  | To maintain appropriate records and to provide relevant accurate and up-to date information as required. |
| **8.2** |  | To complete the relevant documentation to assist in the tracking of students. |
| **8.3** |  | To track student progress and use information to inform teaching and learning. |
| **9.** | **COMMUNICATIONS & LIAISON:** |
| **9.1** |  | To communicate effectively with the parents and carers of students as appropriate. |
| **9.2** |  | Where appropriate, to communicate and co-operate with persons or bodies outside the school. |
| **9.3** |  | To follow agreed policies for communications in the school. |
| **9.4** |  | To take part in liaison activities such as parents’ evenings, open evenings and liaison events with partner schools. |
| **9.5** |  | To contribute to the development of effective subject links with external agencies. |
| **10.** | **MANAGEMENT OF RESOURCES:** |
| **10.1** |  | To assist the Head of Faculty to identify resource needs and to contribute to the efficient and effective use of physical resources. |
| **10.2** |  | To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students. |

|  |  |
| --- | --- |
| **11.** | **PASTORAL SYSTEM:** |
| **11.1** |  | To be a Tutor to an assigned group of students. |
| **11.2** |  | To promote the general progress and well-being of individual students and of the Tutor Group as a whole. |
| **11.3** |  | To liaise with a Head of House to ensure students in your tutor group achieve in line with expectation and are happy, safe and are fully participating in school life.  |
| **11.4** |  | To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. |
| **11.5** |  | To evaluate and monitor the progress of students and keep up-to-date student records as may be required. |
| **11.6** |  | To contribute to the preparation of action plans and progress files and other reports. |
| **11.7** |  | To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. |
| **11.8** |  | To communicate as appropriate, with the parents and carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. |
| **11.9** |  | To contribute to PSHCE and citizenship according to school policy. |
| **11.10** |  | To apply the Behaviour Management systems so that effective learning can take place. |

|  |  |
| --- | --- |
| **12.** | **SCHOOL ETHOS**: |
| **12.1** |  | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
| **12.2** |  | To support the school in meeting its legal requirements for worship. |
| **12.3** |  | To comply with and actively promote the School’s policies and procedures. |
| **12.4** |  | To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate. |
| **12.5** |  | To behave in a manner that is compliant with the School’s Code of conduct at all times. |
|  |  |  |
| **12.6** |  | To work in a way that promotes the safety and wellbeing of children and young people at all times, in line with the School’s Safeguarding and child Protection policies. |
| **13.** | **OTHER DUTIES:** |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation. The school will endeavour to make any necessary 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 below but may be reviewed and, following consultation with you, may be updated to reflect changes in the job requirements which are commensurate with the job title and grade. |
| **14.** | **SIGNATURES:** |
|  |
| Signed: ………………………………………….............. J Mortimore, Headteacher | Date: ...…………………………………………  |
| Signed:……………………………………………............ Post Holder | Date: ……………………………………………  |