

**WORLE COMMUNITY SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE: Teacher**

1. JOB PURPOSE:

1. Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
2. Monitor and support the overall progress and development of students as a teacher and mentor.
3. Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
4. Contribute to raising standards of student attainment.
5. Share and support the schools’ responsibility to provide and monitor opportunities for personal and academic growth.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

Operational:

1. Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
2. Contribute to the curriculum area and department’s development plan and its’ implementation.
3. Plan and prepare courses and lessons.
4. Contribute to the whole school’s planning activities.
5. Attend meetings and briefings as determined through the school calendar.

Teaching:

1. 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. Assess, record and report on the attendance, progress, development and attainment of students and keep records as are required.
3. Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
4. Ensure where possible that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of the students.
5. Undertake a designated programme of teaching.
6. Provide a high quality learning experience for students that strives to meet internal and external quality standards.
7. Prepare and update subject materials.
8. Use a variety of delivery methods which will stimulate learning appropriate to the students’ needs and demands of the syllabus.
9. Maintain discipline in accordance with the school’s procedures and encourage good practice with regard to punctuality, behaviour, standards of work and home learning.
10. Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
11. Mark, grade and give written, verbal and diagnostic feedback as required.
12. Ensure the effective and efficient deployment of classroom support.

Curriculum Provision and Development:

1. Assist the Head of Department in ensuring that the curriculum area provides a range of teaching which complements the school’s strategic objectives.
2. Assist in the process of curriculum development and self-evaluation to ensure the continued relevance to the needs of the students, examining and awarding bodies and the school’s mission and strategic objectives.

Professional Development

1. Take part in the school’s staff development programme by participating in arrangements for further training and professional development.
2. Continue personal development in the relevant areas including subject knowledge and teaching methods.
3. Engage actively in the Appraisal process.

Quality Assurance:

1. Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
2. Take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

1. Maintain appropriate electronic records ensuring relevant, accurate, and up to date information is provided including the accurate completion of registers.
2. Complete the relevant documentation to enable the tracking of students.
3. Track student progress and use information to inform teaching and learning.

Communications:

1. Communicate effectively with the parents of students as appropriate.
2. Communicate and co-operate with relevant outside agencies as required.
3. Follow agreed policies for communications in the school ensuring only official communication channels are utilised.

Marketing and Liaison:

1. Take part in marketing and liaison activities such as open evenings, parents’ evenings, review days and events with partner schools.
2. Contribute to the development of effective subject links with external agencies.

Pastoral System:

1. Be a mentor to an assigned group of students in a year group to promote the general progress and well being of individual students and of the mentor group as a whole.
2. Liaise with a Head of Department / Head of Year to ensure the implementation of the school’s pastoral system and mentor programme.
3. Register students, accompany them to their assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
4. Evaluate and monitor the progress of students and keep up-to-date student records.
5. Contribute to the preparation of student reports.
6. Alert the appropriate staff to problems experienced by students and make recommendations as to how they may be resolved.
7. Communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
8. Contribute to the PSHE and Enterprise according to the school policy through the active use of the allocated mentor time.
9. Ensure that the behaviour management and rewards system is implemented in the department so that effective learning can take place.

3. QUALIFICATIONS AND EXPERIENCE:

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| **Area** | **Essential** | **Desirable** |
| Education | Qualified Teacher Status | Further qualifications in the appropriate subject |
| Experience | Passion for specialist subject  Relevant teaching experience in KS3 and 4  Ability to be organised and efficient, particularly in regards to lesson preparation, students assessment and record keeping  An understanding of pastoral needs of students  Ability to maintain a good working atmosphere in the classroom  Ability to understand and evaluate data and use this to improve teaching  Willingness to be involved with school activities and clubs | Experience of working with mixed ability groups  Able to develop teaching materials |
| IT skills | Effective use of ICT in teaching and learning |  |
| Other skills | Ability to be a mentor (tutor) for one of the Mentor Groups to support the pastoral work of the school  Able to demonstrate a range of teaching styles and skills  Able to teach across a range of students of different ages and abilities  Able to communicate effectively and clearly both verbally and in written forms | Previous experience supporting pastoral work  Experience meeting the needs of students with Special Educational Needs |
| Specialist Knowledge | A strong understanding of safeguarding issues within an educational environment  Ability to demonstrate a commitment to safeguarding and promoting the welfare of children in their care | Training in safeguarding issues  Examples of good practice from personal experience |
| Qualities | Able to establish and maintain strong working relationships across all elements of the role |  |
| Other | Application should be well constructed and legible  Should involve few spelling and grammar errors  Must demonstrate the individual can meet the requirements of the person specification  Embrace school policies  A desire to improve own skills and willing to undertake professional development activities as appropriate |  |

4. SUPERVISION RECEIVED:

Sets own priorities in line with overall school objectives and with direction from Principal.

RECEIVED: ...........................................................

DATED: ……………….....................................