Teacher of Technology

Job Description

Line Manager:	Curriculum Leader of Technology
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 ethos of the school and the core values of The Gilberd Way.

Key Responsibilities:

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.
- Utilise available student data and information from the Learning Support and Pastoral Teams and modify teaching accordingly.
- Liaise with Learning Support Assistants attached to the class and to deploy them effectively to support the learning of students.
- Use a range of teaching and learning strategies and resources so that the needs of individual students are met.
- Set and mark homework in accordance with school and subject area policy.
- Have a thorough and up to date knowledge of the subject National Curriculum and relevant examination specifications.
- Contribute to the development of subject resources.
- Contribute to the subject area's extra-curricular provision.
- Attend and contribute to meetings positively.

Assessment

- Assess students' work in accordance with statutory requirements, as well as school and subject area policy, maintaining accurate records of student attainment.
- 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.
- Ensure external examination requirements are met.
- Communicate with parents and attend parents' evenings for those classes that are taught.

Form Tutor

- Offer care and support to students in all aspects of their school life, developing a knowledge of each individual.
- Complete attendance registers in Standards Check sessions.
- Carry out a daily standards' check and follow up non-compliance with parents and the Head of Year.
- Record and monitor punctuality records and conduct initial attendance conversations with tutees (SAP Chats) and to refer persistent lateness to the Head of Year.
- Act as a first point of contact with parents and forward pertinent information to teachers and the Head of Year.
- Attend assemblies, arriving before tutees and ensuring the form class arrive in an orderly manner.
- Check and sign student planners on a weekly basis.
- Check Show My Homework regularly to ensure tutees are engaging.
- Adhere to and deliver the tutor programme effectively.
- Complete tutor reports in line with the school's guidelines.
- Encourage and monitor tutees' active participation in the Gilberd Way Awards.
- Encourage and support tutees' participation in inter-form activities, inter-house competitions and extra-curricular activities.
- Deliver assemblies when required within the tutor team.
- Maintain records of tutees' progress, achievements and responsibilities in line with school guidance.
- Ensure information is communicated effectively to tutees.

Professional Development

- Take responsibility for personal CPD, keeping up to date with subject knowledge and general teaching pedagogy.
- 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 PMR process, evaluating and improving own practice at every opportunity.
- Maintain a portfolio of evidence to support the movement to UPS.
- Contribute to the CPD of colleagues and trainees, as requested.
- Contribute fully to the subject area's development by sharing good practice within the team.

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.
- Adhere to high expectations of dress and punctuality.
- Be familiar with the School's Staff Handbook.

- Be familiar with and supportive of school policies.
- Set adequate cover work when absent and ensure that Line Manager and HR Manager are notified of absence by telephone.
- Ensure registers are taken promptly every lesson.
- 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.
- Communicate any pastoral concerns to the relevant Form Tutor or Head of Year.
- Adhere fully to the school's safeguarding training and procedures.
- Carry out break time and after school duties as directed.

The school will endeavour to make any reasonable adjustments to the job and the working environment to enable assess 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.