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| Directorate: | Education | **Section**: | Buile Hill Visual Arts College |

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| **Job details** |  |
| **Job title:** | Teacher – Standard scale |
| **Grade:** | Main scale Teacher |
| **Location of work:** | Buile Hill High School |
| **Directly responsible to:** | The postholder is responsible to the Headteacher in all matters and to the defined subject line manager in respect of curricular matters and the pastoral line manager in pastoral matters. |
| **Directly responsible for:** | Teaching English |
| **Hours of duty:** | 1265 hours |
| **Primary purpose of the job:** | To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher. |
| **Post ref no:** |  |

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| Main duties and responsibilities/accountabilities |
| This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the postholder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school. The responsibilities attaching to the post of teacher are as follows:To teach, according to their educational needs, pupils assigned to him/her in the allocated classes.To follow all school policies in relation to teaching, learning and assessment and the care and management of students’ and health and safety.To undertake pastoral duties as required with due regard to all policies and procedures relating to: attendance, progress, pastoral welfare and management.To take part in performance management procedures.  1. To undertake continuous professional development. 2. To be a form tutor and carry out the duties of this role. 3. To attend and contribute to subject department meetings. 4. To work with teachers from other departments to share good practice. 5. To contribute to writing SOW and resources as directed by the Head of Faculty. 6. To undertakeany other duties which the Headteacher may reasonably require.   The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.  To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.  To undertake any other such duties that are reasonably commensurate with the level of this post |

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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised: June 2018

**Prepared/revised by: Joanne Derbyshire**

**Agreed job description signed by holder:**