

**JOB DESCRIPTION**

**PART TIME TEACHER OF DRAMA AND LIFE SKILLS**

**Responsibility Point:** MPS

**Responsible To:** Faculty Leader

**Contract:** Maternity cover for one term

**Responsibilities**

To be accountable for students’ attainment and achievement. To ensure all students make progress by promoting, monitoring and supporting the overall learning and personal development of students. To uphold the aims, policies, procedures and ethos of the school.

Teachers should work with their Faculty Leader or Subject Leader (as appropriate), whilst taking direct responsibility for the following:

* Work within the School Teachers Pay and Conditions Document
* Promote the school’s stated ethos
* Contribute to and implement the annual School Improvement Plan and agreed policies
* Teach as directed throughout the school subject to appropriate training
* Monitor, expect and improve progress in student learning
* Participate in the pastoral management of the school as requested
* Take part in performance management procedures outlined in an agreed school policy
* Take responsibility for their own professional development

**Specific Responsibilities – All Teaching Staff**

* Plan and deliver lessons using a range of strategies to meet students’ individual learning needs
* Have a thorough knowledge and understanding of their subject, its teaching and place in the National Curriculum and that of the school
* Set and mark homework according to the school and faculty policies
* Mark, assess, record and report on students’ achievements, setting appropriate targets for improvement
* Meet deadlines for reporting, marking, submission of assessment data, coursework, marks and forecast grades
* Prepare students for examinations, taking part in standardising and moderating activities required by faculties and examination boards
* Contribute to the development of schemes of work, school and faculty policies as appropriate
* Attend and contribute to appropriate meetings and professional development activities
* Contribute to the process of department self-evaluation and improvement planning
* Undertake whatever other duties might reasonably be requested by the Head of School or Faculty Leader

**Specific Responsibilities – Form Tutors**

* Take responsibility for day to day discipline routines and attendance in the form group
* Review and discuss students’ work and welfare, setting targets as necessary
* Promote good behaviour and positive attitudes at all times
* Support form, house, year and school activities as appropriate

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other such reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students’ education and well-being.

June 2019