



## **JOB DESCRIPTION**

<b>Post:</b>	<b>Teacher</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Department:</b>	<b>Various</b>
<b>Post Holder:</b>	<b>Vacant</b>

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**Teachers will meet the professional standards for teachers in relation to both their teaching and their personal and professional conduct**

### **Particular Duties:**

A TMS teacher is responsible for:

#### **Their own Professional Development**

- keeping up to date with research and developments in pedagogy and in any subjects taught, raising, when appropriate, issues with VP Curriculum
- evaluating their own teaching critically and use this to improve their effectiveness
- building up a thorough understanding of their professional responsibilities in relation to school policies and practices
- setting a good example to the pupils they teach in their presentation and their personal conduct
- participating in Performance Management arrangements

#### **Teaching and Managing Pupil Learning**

- identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught
- setting appropriate and demanding expectations for pupils' learning and motivation
- setting clear targets for pupils' learning, building on prior attainment and considering each pupil as an individual

- ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time
- using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Adapt teaching methodology to ensure that SEND and PP students make at least good progress
- ensuring that pupils are thoroughly prepared for their examinations and that any examination coursework is completed and marked according to examination board and departmental criteria
- ensure that examination board rule and regulations are fully complied with
- liaising effectively with support staff working within Department
- providing extra curricular activities to extend and challenge pupils for at least two after school sessions per week each of forty-five minutes

### **Tutorial Responsibilities**

- establish relationships with students for all-round success and to promote their welfare
- mentor students including academic overview of progress and help set targets for improvement
- promote ethos of College community at all times
- support physical, intellectual, emotional and social development of students via PSE and Tutorials
- carry out appropriate administrative tasks in support of tutorial role

### **Monitoring and Assessing Pupil Progress**

- marking and monitoring pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress
- assessing how well learning objectives have been achieved and use this assessment for future teaching
- maintaining full records of attendance, homework, attainment, achievement and examinations for pupils taught, including members of the tutor group
- producing and analysing teaching group examination predictions and results as requested by the Head of Department and the VP
- participating in departmental discussions of pupil targets and progress and of the development of strategies to meet departmental target
- overseeing the pastoral needs of all pupils taught and passing on any concerns to the appropriate member of staff
- mentoring and negotiating individual targets for tutees

## **Resources within the Department**

- selecting and making good use of learning resources to enable teaching objectives to be met
- ensuring that stock and equipment is well cared for and economically used
- ensuring that departmental rooms present a stimulating and tidy environment
- implementing the Academy Health and Safety Policy

## **Communication with Parents**

- attending any appropriate meetings with parents
- providing informative reports to parents
- raising, in consultation with the Head of Year, particular concerns regarding tutees with parents

## **Internal Communication**

- representing the views and interests of the Department to the Head of Department and LG
- providing information required by HODs., HOY, SENCO or LG
- actively participating in Departmental Meetings

## **Staff Absence**

- ensuring that appropriate work has been set and that the resources required are available
- supporting supply staff who are working within the Department

## **Additional Specific Responsibilities**

- as negotiated with the HOD or HOY in the interests of the pupils and of the CPD of the member of staff

## **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to

modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**September 2014**  
**Tendring Technology College**