JOB DESCRIPTION

Post Title:	**Teacher**
Purpose:	• To have high expectations of self and students in order to raise achievement • To connect learners to the big picture and learning objectives • To ensure engagement in lessons • To monitor progress of all learners in lessons and tutor group in order that they achieve their potential • To use appropriate differentiation in delivering a broad balanced curriculum for students • To imply positive behaviour management in line with school strategies policy • Provide pace and challenge in lessons for optimal use of time • Embed assessment for learning • To develop students' resilience and independence through motivated school principles and monitor their personal and academic growth • To provide a productive learning environment
Reporting to:	Subject Leader, Achievement Co-ordinator
Responsible for:	The provision of a full, challenging and motivating learning experience for all students
Liaising with:	Head/Deputies/Assistant Heads, Teaching/Support staff, external agencies and parents.
Salary/Grade:	Main Teacher Scale
Disclosure Level:	Enhanced
	MAIN (CORE) DUTIES
Operational/ Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department • To support appropriate subject department (s) • To contribute to the implementation of the School Development Plan through allocated Change Teams • To plan, including co-planning, prepare courses and interesting, challenging and motivating lessons • To contribute to whole School INSET • To peer observe lessons in order to continue to improve learning and teaching

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Curriculum Development:	To assist the Subject Leader, the Deputy Head responsible for Learning & Teaching, to ensure that the subject area provides a range of teaching which complements the School's strategic objective to be outstanding
Staffing: **Staff Development:** **Recruitment/ Development of Staff**	• To take active part in the School's Continuous Professional Development (CPD) programme and implementing the outcome in the classroom • To continue personal development in Learning and Teaching • To participate in CPD identified as a need in Performance Management • To engage actively in the Performance Management process • To ensure the effective/efficient planning for and deployment of classroom support • To work as a member of a Change Team and in order to contribute positively to the implementation of the SDP
Quality Assurance:	• To implement school policies • To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria • To seek, implement and support improvement where required • To regularly review programmes of study • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School
Management Information:	• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIM's registers, profiles etc. • To complete the relevant documentation to assist in the tracking and monitoring of students • To track student progress and use information to inform learning and teaching. To implement early intervention strategies to prevent under achievement
Communications:	• To communicate effectively with the parents of students as appropriate in line with school policy • Where appropriate, to communicate and co-operate with persons or bodies outside the School • To follow agreed policies for communications in the School
Liaison:	• To take part in liaison activities such as Open Evenings, Parents' Information Evenings, Consultation Evenings and liaison events with partner schools • To contribute to the development of effective subject links with external

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	agencies
Management of Resources:	• To contribute to the process of the ordering and allocation of equipment and materials • To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with other staff to ensure sharing, safe and effective usage of resources to the benefit of the School, department and the students
Pastoral System:	• To be a Tutor to an assigned group of students • To promote the general progress and well-being of individual students and of the Tutor Group as a whole • To liaise with the Achievement Co-ordinator and Deputy Head Pupil Support to ensure the implementation of the School Pupil Support • To register students, accompany them to school meetings, encourage their full attendance to all lessons and their participation in other aspects of School life • To discuss the academic progress of their tutees in order to set meaningful and challenging targets • To evaluate and monitor the progress of students and keep up-to-date student records as may be required • To contribute to the preparation of assertive mentoring plans and other reports • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved • To 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 the appropriate staff • To contribute to the Tutorial Programme, PSE, Citizenship and Enterprise according to School Policy • To apply the Behaviour Management Policy so that effective learning can take place
Child Protection:	Our policy applies to all staff, governors and volunteers working at Bohunt. There are four main elements to our policy. • We promote an atmosphere where students feel secure and realise their viewpoints are valued, developing awareness of child protection issues and equipping students to keep them safe. • We provide suitable support and guidance for students who have been abused, in accordance with their child protection plan. • We ensure that we practice safe recruitment in checking the suitability of staff and volunteers to work with children. • We have clear procedures and systems for identifying and reporting

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	cases of abuse, including appropriate training for all staff. We ensure that these approaches are consistent with other educational providers who work with our students.
Teaching:	• To teach, students according to their education needs, including the regular setting and marking of work to be carried out by the student in School and beyond • To assess, record and report on the attendance, progress, development and attainment of students and to keep such record as are required • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and group of students • To undertake a designated programme of teaching • To ensure a high quality learning experience for all students which meets school expectations • To prepare and update subject materials • To use a variety of teaching methods which will stimulate learning appropriate to student needs and demands of the syllabus • To maintain discipline in accordance with School procedures and to encourage good practice with regard to punctuality, behaviour and standards of work • To undertake assessment of students as requested by external examination bodies, departmental and School procedures • To mark, grade and give written/verbal and diagnostic, next steps feedback as required in line with School Assessment Policy

Other Specific Duties:

- To play a full part of life of the School community, to support its ethos and to encourage staff and students to follow this example
- To promote actively the School's policies
- To continue personal development as agreed
- To comply with the School's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.