

WEMBLEY HIGH TECHNOLOGY COLLEGE

TEACHER JOB DESCRIPTION

Key areas of responsibility are:

- High quality examination outcomes through maximising student progress and rate of learning.
- Development of the curriculum that ensures quality provision.
- Teaching effectively appropriate courses, carrying out effective internal assessment for successful external examination entry.
- The utilisation and management of resources to engage students and maintain facilities.
- Developing and sustaining positive parental partnerships.

A teacher is responsible for:

1. Ensuring that the progress made by students is good or outstanding and that any inadequate progress is rectified as a matter of priority.
2. Embedding accelerated learning approaches in lessons to enhance student learning by high quality teaching. The development, selection and maintenance of engaging resources to ensure excellence in the classroom.
3. Ensuring that the lessons are planned to meet the needs of different groups within the class.
4. Monitoring on a half-termly basis what is being achieved by students in different groups within the Subject Area. Discussing progress with students and monitoring trends of tracking data.
5. Taking appropriate action if a group you teach is doing less well than it should.
6. Initiating subject discussions about student learning and ensuring that there is a constant review of teaching approaches and subject content.
7. Carrying out a programme of stimulating extra-curricular activities which are appropriate and challenging.
8. Making sure there is an effective curriculum and lesson planning to encompass the needs of all students.
9. Liaising with the Year Leaders to improve student learning.

10. Liaising with agencies outside the College to enhance student learning by complementing and broadening the students' experience of the subject.
11. Following the College Behaviour Management Strategies to maximise learning.
12. Liaising with the person in charge of cover when absent and for making arrangements for the setting of work to classes which are to be covered.
13. Ensuring pupil progress is reported via reports to parents annually or when requested.
14. Arranging details of internal examinations, preparing mark schemes where appropriate, checking results and pinpointing areas for improvement for students.
15. Submitting external examination entries by the agreed deadline to the Examination Officer and checking the examination timetable.
16. Maintaining and stimulating an ordered appearance of teaching rooms and ensuring the effective use of subject resources.
17. Ensuring that the College's Health and Safety Policy is adhered to and for reporting any health and safety hazards to the Subject Leader
18. Ensuring that the College's Safeguarding Policy is adhered to and actively promote the welfare and well-being of pupils.
19. Developing and sustaining a positive partnership with parents at parents' evenings, information evenings, subject related evenings and other appropriate College opportunities.
20. Providing regular information to parents about the work and the progress of students.
21. Ensuring that as a member of staff you set the highest standards (e.g. being punctual to lessons, dealing with adults and students in a sensitive manner, regularly marking work to enable improvements, being open to change).
22. Contributing positively to the subject team, pastoral team and whole College changes and initiatives.
23. Understanding College policies and ensuring that these are fully carried out and upheld.

This job description is subject to variation depending on the needs of the College. Teachers are also required to carry out additional duties as requested by their line managers or the Headteacher.