

Main Scale Teacher: Job Description

Job Title	
Hours	As described in post-specific information
Subject & Level	
Reports to	Head of Department
Responsible for	The provision of a full learning experience and support for students
Liaising with	SLT, other department members, Heads of Boarding, Heads of Houses, Form Tutors, parents/carers and relevant Support Staff.
Knowledge, skills & expertise	<ul style="list-style-type: none"> ▪ Have a secure knowledge of your subject and keep up to date with recent changes in subject developments; ▪ Keep up to date with developments in pedagogy and how they can be applied to learning in the curriculum, including relevant behavioural management strategies, assessment for learning methods and the ▪ provision for individuals with special educational needs; ▪ Develop ICT skills to ensure that they can be integrated into the subject at all levels; ▪ Be committed to your own development; ▪ Attend relevant CPLD as appropriate, both internal and external.
Main Duties & Responsibilities	<p style="text-align: center;">Teaching, Learning and Assessment</p> <ul style="list-style-type: none"> ▪ Teach students according to their education needs, including the setting and marking of work to be carried out by the student both in school and elsewhere; ▪ Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required; ▪ Monitor the attainment of students and communicate this with parents and Form Tutors as required; ▪ Provide, or contribute to written assessments, reports and references relating to individual students and/or groups of students; ▪ Ensure that ICT, Literacy and Numeracy and are reflected in the teaching/learning experience of students; ▪ Undertake a designated programme of teaching, working from schemes of work and other course specific literature; ▪ Ensure a high quality learning experience for students which meets internal and external quality standards, undertaking and being subjected to lesson observations by internal and external observers; ▪ Prepare and update subject materials, including displays and online materials; ▪ Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the specifications; ▪ Maintain discipline in accordance with the School's Behavioural Policy and encourage good practice with regards to punctuality, behaviour, standards of work and homework; ▪ Reward students where appropriate using school systems; ▪ Mark, grade and provide written/verbal and diagnostic feedback as required, using a range of different strategies; ▪ Prepare and assess students using the departmental unit tests; ▪ Promote the Department to potential students in an informative way; ▪ Develop appropriate schemes of work with other departmental staff and the Head of Department; ▪ Attend and contribute to regular department meetings; ▪ Assist in the provision of extra-curricular departmental activities; ▪ Help organise and contribute to the execution of departmental trips; ▪ Agree to undertake observation of and by trainee teachers, and assist in their development as per the agreement between the School and course provider, deputising for the Subject Mentor if necessary.

Professional Responsibilities:

- Participate in Professional development and Performance Management arrangements;
- Work with relevant Support Staff where necessary and any other external stakeholder in a professional manner;
- Ensure that Risk Assessments are carried out within your teaching area, especially on school trips;
- Ensure that Health and Safety Policies and Procedures are adhered to.

Supporting and being an Ambassador for the School:

- Contribute to the development of school policy;
- Represent the department at appropriate meetings within the School and contribute to working parties where appropriate; ☑ Attend all Parents' Evenings as appropriate.

Resources:

- Manage your teaching area within the Department;
- Ensure that the accommodation within the Department is maintained to provide the best possible learning environment for the students;
- Assist the Head of Department in identifying resource needs and contribute to the efficient/effective use of resources;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, Department and students;
- Contribute to the process of ordering and allocation of equipment and materials.

Pastoral Duties:

- Be aware of, agree to and carry out the expected duties of a teacher with regards to confidentiality, trust and pastoral care;
- Have responsibility for a form group and carry out the duties associated with a Form Tutor, as outlined in the generic Job Description of a Form Tutor;

And any other duties that are deemed appropriate by the Head of Department and Senior Leadership Team.

N.B. This Job Description is current, but in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and the job title.