

JOB DESCRIPTION - TEACHER

TEACHING ALLOCATION: 20 Teaching periods, 5 Preparation, Planning & Assessment

REPORTING TO: Head of Department / Subject Leader

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

- Teach the subject, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of students. Monitor attendance in your tutor group and ensure that absence notes are returned.
- Ensure that excellent teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on student achievement and maintain records as required.
- Maintain accurate records and use assessment data to monitor progress, targets and take action as necessary.
- Contribute to the development of Schemes of Work, School and Department policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.
- Monitor targets for students on report.
- Undertake specific duties as agreed with your line manager.
- Attend and contribute to meetings and professional development activities.
- Contribute to the school's extra-curricular programme.
- Meet deadlines for reporting, marking, submission of coursework and other assignments.
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the school or examination boards.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.
- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Impact on educational progress.

PERSON SPECIFICATION - TEACHER

EDUCATION & TRAINING:

Qualified Teacher Status
Knowledge of the current revised National Curriculum
Willingness to continue own professional development

EXPERIENCE:

Successful teaching in an inner city school (can be teaching practice)
Teaching experience at both KS3 and 4

ABILITIES & APTITUDES:

Clear, effective verbal and written communication
Ability to work well as part of a team
Commitment to promote student achievement
Commitment to develop the ethos of the school
Good ICT skills
Ability to manage and adapt to change
Excellent attendance and punctuality

OTHER REQUIREMENTS:

Commitment to the school's Equalities Policy
Commitment to the safeguarding of children