



WOOLMER HILL SCHOOL

JOB PROFILE FOR CLASS TEACHER

<u>JOB TITLE</u>	Teacher of Design Technology
<u>JOB PURPOSE</u>	To support the school in the implementation of its aims and objectives as specified in Department and School Development Plans
<u>RESPONSIBLE TO</u>	Lead Teacher DT

KEY ACCOUNTABILITIES:

You are required to:

1. carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document
2. teach DT within the age range 11 - 16 and, if necessary, other subjects commensurate with your expertise
3. act as a member of the school's pupil support and guidance organisation as directed by the headteacher

KEY TASKS

To undertake the effective management of the following tasks:

Teaching

- ◆ use appropriate teaching and learning strategies to enable pupils of all abilities and backgrounds to make optimum progress
- ◆ secure a good standard of pupil behaviour in the classroom by establishing high expectations in the context of the school's Behaviour Policy
- ◆ keep appropriate records of pupils' current and predicted attainments in classwork, internal tests and coursework
- ◆ set challenging targets for pupils based on all relevant available data
- ◆ set and mark homework according to school and department policies
- ◆ write reports as directed on pupils' progress and attainment
- ◆ ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place
- ◆ ensure that the classroom presents a stimulating environment by displaying pupils' work and other materials
- ◆ where applicable, deploy other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning
- ◆ support pupils with Special Educational Needs by providing appropriate work and guidance and, where applicable, contribute to the preparation, implementation, monitoring and review of Individual Education Plans

Professional

- ◆ attend scheduled department and school staff meetings
- ◆ attend parents' consultation meetings as directed
- ◆ participate in the school's Performance management scheme
- ◆ participate in the In Service Training programmes organised by the school and other relevant bodies
- ◆ implement school policies
- ◆ take responsibility for own professional development, setting objectives for improvements
- ◆ engage in collaborative work across the school and WMAT

Form Tutor

- ◆ support the well being of all members of the tutor group
- ◆ attend year group meetings as directed
- ◆ maintain an accurate register of pupil attendance, including lateness, in accordance with school guidance
- ◆ retain absence letters and telephone messages
- ◆ maintain white slips in a reasonably secure place
- ◆ ensure effective communication to parents and pupils through distribution of written material and collection of acknowledgements where appropriate

Signed.....Date.....