# Main Scale Teacher

## 1.0 Main Duties

1.1 To meet the core standards for teachers as outlined in the School Teachers' Pay and Conditions Document (STPCD).

And To:

1.2 Assist in the development of appropriate schemes of work and resources;

1.3 contribute to the school/department's development plan and its implementation;

1.4 contribute to the ethos of the whole school and uphold it on an every-day basis;

1.5 support the school motto Aspire, Believe, Achieve;

1.6 attend staff development training sessions as agreed with your line manager and in line with school policy;

1.7 engage actively in the Performance Management Review process;

1.8 ensure the effective/efficient deployment of classroom support;

1.9 implement the School assessment and marking policy meeting all deadlines;

1.10 maintain appropriate records and to provide relevant accurate and up-to-date information;

1.11 track student progress and use information to inform teaching and learning;

1.12 communicate effectively and regularly with parents;

1.13 follow agreed procedures in relation to the use of IT equipment and policy on computer security;

1.14 take part in activities such as Open Evenings, Carol Concerts and Parents' Evenings etc;

1.15 co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students;

1.16 apply the Behaviour Management policy consistently.


## 2.0 Pastoral System:

2.1 be a Form Tutor to an assigned group of students and follow the job outline as illustrated in the staff handbook;

2.2 register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life;

2.3 monitor the academic progress of each child in the tutor group;

2.4    evaluate and monitor the progress of students and keep up-to-date student records;

2.5    communicate as appropriate with the parents of students

2.6    contribute to PSE programme and ensure lessons are planned to the same stand as those of your main subject.


**3.0    Other Specific Duties:**

3.1    play a full part in the life of the School community, to support its and ethos and to encourage staff and students to follow this example;

3.2    take part in the enrichment programme;

3.3    comply with the School's Health and Safety Policy and undertake risk assessments as appropriate;

3.4    follow the School Dress code and act as a role model for students and other members of staff;

3.5    undertake any other duty/ reasonable request as specified by STPCD or instructed by your line manager or Headteacher.

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