



Charters School

Job Description

Post Title	Teacher
Salary	Charters School Pay Scale 1-9
Responsible to	Head of Department
Responsible for Line Management of	Not applicable

Job Purpose

To contribute to raising standards of student achievement and attainment in a subject area or areas by teaching a timetable of lessons and supporting the Head of Department in the achievement of whole school and departmental targets.

All teachers at Charters School are expected to meet the National Standards (Parts 1 and 2).

Key Responsibilities

- To have high expectations of all students based on relevant data
- To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and through scaffolding and objectives ensure that the needs of all students are met
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work
- To assess students' work in line with school policies and procedures referring to student performance targets
- To contribute to the development and implementation of the subject's strategic improvement plan
- To attend and contribute to subject meetings
- To use data, both externally and internally produced, to assess student performance and to develop appropriate courses of action
- To review on a regular basis methods of learning and teaching
- To be a form tutor to an assigned group of students
- To register students
- To notify the designated safeguarding lead immediately about any concerns relating to a student
- To participate in the school's professional learning programme
- To continue personal development in relevant areas especially subject knowledge and teaching methods
- Where appropriate, ensure the effective deployment of classroom support
- To attend Open Evenings, Parents' Consultation Evenings.
- To attend staff briefings and meetings
- To undertake break duties as detailed in the staff Duty Rota
- To comply with the current school policies and procedures

Key Tasks

- To assess, record and report on the attainment, attendance and progress of students keeping such records as are required
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of students
- To prepare and update subject materials, including schemes of work
- To assist the Head of Department in the development of appropriate syllabuses, resources, schemes of work and teaching strategies
- To plan and prepare sequences of lessons to show progress over time

- To produce interim and annual reports for all students taught in line with the school's Teaching and Learning Policy
- To communicate with parents and outside agencies as appropriate
- To attend form tutor meetings as arranged by the Head of Year
- Mentoring a student or trainee teacher as appropriate
- To engage actively with the school's Performance Review programme

This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signature: _____ Employee Date: _____

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