Job Description

School: Sittingbourne Community College

Job Title: Classteacher (Secondary)

Responsible to: Headteacher

Purpose of the job

The current School Teachers' Pay and Conditions Document describes the general professional duties which teachers are expected to undertake in the course of their employment.

Teachers are also expected to perform particular duties as may reasonably be assigned to them by the Headteacher.

For the purpose of this general job description these particular duties are:

1. Curriculum:

a. To plan and prepare courses

b. To continuously review teaching methods, schemes of work and resources as necessary

c. To advise and co-operate with the line-manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.

d. To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

e. To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

2. Professional Development etc:

a. To participate in any arrangement within an agreed national framework for the performance management of his/her performance and that of other teachers.

b. To participate in arrangements for his/her further training and professional development as a teacher.

c. To contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.

d. To co-ordinate or manage the work of other teachers as appropriate.

e. To manage or supervise support staff as necessary.

3. Pupils:

a. To plan and prepare lessons.

b. To teach pupils assigned to him/her, including setting and prompt marking of work carried out by pupils in school or elsewhere.

c. To set relevant and sufficient homework, according to the homework timetable, and to ensure prompt marking of the homework or coursework.

d. To assess, record and report on the development, progress and attainment of pupils, according to departmental and whole-school policies.

e. To participate in the arrangements for preparing pupils for public examinations. To assess pupils for the examinations and record and report these assessments.

f. To promote the general progress and wellbeing of individual pupils and of any class or group assigned to him/her.

g. To provide guidance and advice to pupils on educational and social matters and on their future education and careers, including information about the sources of more expert advice on specific questions.

h. To make records of, and reports on, the personal and social needs of pupils.

i. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils.

j. To maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

k. To attend assemblies and to supervise his/her tutor group while in assembly, unless the teacher wishes to opt out of any religious aspect of assembly where this is against their beliefs.

l. To accurately register pupils at a.m. and p.m. registration and during lessons and at any other time necessary before, during or after school.

m. To provide, as a Tutor, the individual contact, knowledge and support for pupils within the allocated tutor group and to liaise with parents and other staff accordingly, as appropriate.

n. To contribute to the personal and social education of pupils generally and specifically through the teaching of the PSE programme to the tutor group.

o. To support all colleagues in ensuring that high standards of uniform and behaviour are maintained within the school

p. To work with other colleagues to ensure that there is a consistent approach in ensuring pupils abide by the school's code of conduct and the same consistency in dealing with pupils who do not conform to school rules.

q. To make relevant records and reports as necessary.

4. Parents and the wider community:

a. To communicate and consult with the parents of pupils when required.

b. To communicate and co-operate with other persons and outside agencies as required.

c. To participate in meetings arranged for any of the purposes described above.

d. To foster good relationships with parents.

5. Resources and Accommodation

a. To take responsibility for the care of resources, accommodation and fabric of the school, particularly when pupils are present.

b. To allocate, as appropriate, equipment and materials in connection with his/her teaching.

6. Policies and Staff Handbook

a. To ensure that all departmental and school policies are understood and complied with.

b. To ensure that s/he has read and understands the contents of the Staff handbook and complies with all the requirements detailed in the handbook.

7. Administration

a) To participate in administrative and organisational tasks related to the above duties.

8. Health and Safety

a) To accept responsibility for your own safety – as well as that of the pupils and colleagues with whom you work.

b) To undertake Health and Safety training offered.

c) To be aware of Health and Safety issues and the hazards associated with manual handling tasks, including the cumulative effect of repeated manual handling operations.

d) To follow any control measures and care plans required by the generic or individual risk assessments.

e) To be familiar with and use available equipment safely.

f) To be aware of your own limitations and inform your employer of any circumstances that may alter your ability to perform manual handling tasks.

g) To report accidents and hazards.

h) To report deficiencies in the employer's Health and Safety protection arrangements.

Working Time

The following is extracted from the School Teachers' Pay and Conditions Document.

- *A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days which he/she may be required to teach pupils in addition to carrying out other duties; and those 195 days will be specified by the head teacher*
- *Such a teacher shall be available to perform duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available for work.*
- *Such a teacher shall work such additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including, in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time required for this purpose beyond the 1265 hours and the time outside the 1265 specified hours at which duties shall be performed shall not be defined by the governors but shall depend upon the work needed to discharge the teacher's duties.*

A summary of the directed time for teachers as allocated by the Headteacher is detailed in the staff handbook.

The Working Time Regulations 1998

All teachers are subject to the EU Working Time Regulations which are described in paragraph 114 of DfEE Circular No. 12/99.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Classteacher (Secondary)

Responsible to: Headteacher

	Essential	Desirable
Qualifications	• Qualified Teacher Status	• Good honors degree • Training at a school with similar characteristics
Experience	• Teaching of specialist subject across at least one key stage	• Teaching across all three key stages
Skills and Abilities	• Ability to communicate positively with children • Ability to work supportively within a team • Ability to reflect upon and improve your teaching practice	
Knowledge	• Knowledge of the National Curriculum • Knowledge of relevant courses at Key Stage 3 and 4 • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. • A good understanding of the importance of literacy and numeracy across the curriculum • A good understanding of how to assess pupil progress	• Knowledge of relevant courses at Key Stage 5 • A good understanding of how to plan and assess work for vulnerable groups, such as SEN pupils, pupil premium pupils and gifted and talented pupils
Personal qualities	• Enthusiasm for your specialist subject • Hard working, reliable and trustworthy	• A commitment to others' continuing professional development

	• A commitment to own continuing professional development	