

JOB DESCRIPTION – SECONDARY TEACHER

Reporting to

Head of Faculty

Generic

- An inspiring professional demonstrating thorough curriculum knowledge.
- An effective classroom practitioner utilising a range of differentiation and target setting techniques to ensure all students are challenged.

Core Requirements of the Post

The teacher will demonstrate essential professional characteristics, and in particular will:

- inspire trust and confidence in students and colleagues.
- build team commitment with colleagues and in the classroom engage and motivate students.
- demonstrate analytical thinking to improve the quality of students' learning, contribute to the school improvement planning process and promote the learning priorities of the school improvement plan.
- contribute to the development and implementation of school policies.
- have responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and maintenance.
- promote the wider aspirations and values of the school.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Plan the teaching of allocated students to achieve progression of learning through:

- understanding and applying effective classroom management.
- understanding and applying a range of teaching strategies.
- positively targeting and supporting individual learning needs.
- maintaining high levels of behaviour and discipline.
- effectively using homework and other extra/super-curricular learning opportunities.

Monitoring, Assessment, Recording, Reporting

- use performance data to evaluate students' progress and set appropriate targets for improvement.
- use assessment to inform planning and teaching.
- report on progress to all stakeholders.

Pastoral Duties

- be a form tutor to an assigned group of students.
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- liaise with the pastoral leads to ensure the effective implementation of the school's pastoral system.
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in wider aspects of school life.
- alert appropriate staff to problems or issues experienced by students and make recommendations as to how these may be resolved.
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- contribute to PSHE according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties/standards.
- always operate within the stated policies and practices of the school.
- maintain an up-to-date knowledge of best practice in teaching techniques.
- know subject(s) or specialism(s) to enable effective teaching.
- take account of wider curriculum developments.
- undertake professional development to enhance teaching and students' learning and share outcomes with colleagues.
- Take responsibility for professional learning.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Last Reviewed, December 2024