

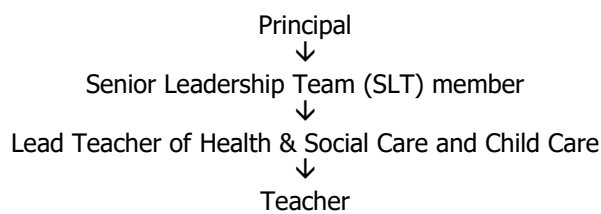
JOB DESCRIPTION

Location: The Duston School	Department/Division: Education
Terms of employment: 0.6 FTE	Job Title: Lead teacher of Health & Social Care and Child Care
Salary: Teachers Pay Scale plus TLR2b	Accountable to: SLT Lead
	Hours: Subject to limits on working time set out in the Teachers' Pay and Conditions

JOB PURPOSE

Employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars. Within such conditions of employment the description of your post is as below.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document. You will work under the reasonable direction of the Principal, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

Accountable for:

The post is one which requires the performance of the following particular responsibilities:

- Teach Health & Social Care to students in years 12-13.
- Teach Child Care to students in years 10-11
- Teach other subjects as required.
- Plan lessons carefully, having regard to the schemes of work and departmental practice.
- Cover for absent colleagues.
- Work as a full member of the H&SC curriculum team, working with others to disseminate good practice in the department, to create teaching resources and to develop consistent approaches.
- Assess student work to monitor and evaluate progress, set targets and advise lesson preparation.
- Liaise with appropriate staff in partnership schools.

A. Planning, Teaching and Class Management

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations

- Setting clear targets, building on prior attainment
- Identifying SEN or gifted and talented pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of programmes of study
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods to:
 - i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. Select appropriate learning resources and develop study skills through the Learning Resource Centre, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate their own teaching critically to improve effectiveness

B. Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents

C. Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined.

MAIN DUTIES AND RESPONSIBILITIES AS A HEAD OF DEPARTMENT

Planning

- Provide vision, direction and leadership for the Curriculum Team
- Develop and implement policies and practices in the Curriculum team reflecting a commitment to effective teaching and learning for each student, and based on both school policies and plans
- Establish departmental plans for the short and long term which contribute to whole school aims, identify realistic and challenging targets for improvement, are clear about action to be taken, those involved, timescales, resource requirements and criteria for success, and which have been generated following all Curriculum Team staff discussing student performance in their sets and benchmarked data, as well as school priorities.
- Use data to identify underachieving students and work with staff to create and implement effective action plans to support those students
- Monitor the progress made in achieving departmental plans and targets, evaluate the effects on teaching

- and learning, and use this analysis to guide further improvement
- Report to SLT line manager regularly, and produce a formal report for governors

Leading and Managing Staff

- Build an effective team among staff involved in the Curriculum Team, teaching and non-teaching, and devolve responsibilities and delegate tasks as appropriate
- Establish clear expectations for all staff in your team
- Monitor, evaluate and review the quality of teaching and learning taking place in classes, and use this process to negotiate targets with Curriculum Team staff, discuss necessary support and develop their personal and professional effectiveness
- Monitor, evaluate and review the quality of management shown by other point-holders in the team, and use this process to negotiate targets with Curriculum Team staff, discuss necessary support and develop their personal and professional effectiveness
- Ensure that trainee and newly qualified teachers in the Curriculum Team are appropriately trained, monitored, supported and assessed in relation to the laid down standards (as given for Qualified Teacher Status and in the career Entry Profiles)
- Lead professional development of staff through example and support, and recommending of courses and other training as necessary
- Work with SENCO and other staff to ensure that IEPs and PSPs are used to set subject targets and that appropriate in-class support is given
- Provide support and training for staff on behaviour management and on dealing with serious discipline problems in lessons
- Being a member of staff appointment panels

Deploying Resources

- Establish staffing and other resource needs and advise SLT line manager of needs, plans and priorities and the most efficient and effective way to deploy teaching and non-teaching staff
- Use accommodation to secure an effective and stimulating learning environment with pleasing display, and advise SLT/Site Staff of necessary repair and maintenance issues
- Ensure there is a safe working environment and undertake risk assessments as necessary
- Allocate available resources (including the Curriculum Team budget) with maximum efficiency to meet the objectives of the school and the Curriculum Team, and to achieve value for money.

Promoting Good Teaching and Learning

- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement. Also to establish clear targets for student achievement, evaluate progress and achievement in the Curriculum Team subjects by all students
- Evaluate the teaching of Curriculum Team and use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure that information about student prior achievement is used effectively to secure good progress in subjects taught in the Curriculum Team. Also promote primary school liaison
- Ensure cross-curricular issues such as equal opportunities, literacy, numeracy, study skills and thinking skills are developed through subjects in the curriculum Team
- Ensure parents are informed about their child's learning, as well as providing information about the curriculum, attainment, progress and targets
- Encourage joint planning of schemes of work and lesson plans
- Keep abreast of the statutory requirements and examination board requirements, and developments in the subject, and develop the curriculum in the light of these and of evidence from other schools, and producing detailed schemes of work
- Keep abreast of good practice and research into the main strategies for improving and sustaining high standards of teaching and learning, and support teaching staff in line with this knowledge, helping to lead professional development where necessary and recommend training for staff
- Organise teaching sets, as appropriate within the school's curriculum structure

- Be responsible for setting internal examination and for external examination entry as well as coursework monitoring
- Provide cover work for absent colleagues

MAIN DUTIES AND RESPONSIBILITIES AS A FORM TUTOR

The Form Tutor has the key role of monitoring student progress and supporting all members of the tutor group in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all students by:

- Becoming aware of the strengths and needs of each student
- Undertaking regular tutor reviews with each student, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects
- Monitoring and providing appropriate advice and guidance on individual student's progress in respect of attendance, homework, discipline and acceptable standards of conduct and appearance
- Promoting high standards of behaviour and attitudes to work within the group
- Communicating effectively with staff and parents to achieve the targets set for the students
- Promptly completing administrative tasks relating to the group
- Attending year meetings called by the Year Leader
- To participate, as directed, in INSET in order to keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post

GENERAL

The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with you.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employer

Name:

Signed:

Date:

Employee

Name:

Signed:

Date: