SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Post Title :** Business & IT Teacher

**Post Grading :** MPR

**Accountable to :** Curriculum Leader for EBacc

**Post Holder :**

**Main Purpose of the Post**

The education and welfare of designated groups of students in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the College's aims, and schemes of learning and all policies of the Federated Governing Body. To share the corporate responsibilities for the well being and discipline of all students.

**The Professional Duties and Responsibilities include:**

**Teaching**

1 (a) Planning and preparing courses and lessons.

1. Teaching, according to their educational needs; the students assigned to the teacher, including the setting and marking of work to be carried out by the student in College and elsewhere.

 (c) Assessing, recording and reporting on the development, progress and attainment of students.

 In each case, having regard to the curriculum of the College.

**Other Activities**

2 (a) Promoting the general progress and well being of the individual students and of any class or group of students assigned to the teacher.

 (b) Providing guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.

 (c) Making records of and reports on the personal and social needs of students.

 (d) Communicating and consulting with the parents of students.

 (e) Communicating and co-operating with persons or bodies outside the College.

 (f) Participating in meetings arranged for any of the purposes described above.

**Assessments and Reports**

3 Providing or contributing to oral and written assessments, reports and references to individual students and groups of students.

**Performance Management**

4 Participating in agreements made in accordance with regulations made in the Education (School Teacher Performance Management) (England) regulations 2006 (no. 2661) for the performance management of their performance and that of other teachers.

**Review: Further Training and Development**

5 (a) Participating in Induction Training arrangements and contribute to the Induction Programme of newly qualified teachers as appropriate.

(b) Reviewing from time to time the teachers' methods of teaching and programmes of work.

(c) Participating in arrangements for further training and professional development as a teacher.

**Educational Methods**

6 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

7 Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

**Staff Meetings**

8 Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

**Cover**

9 Staff will be required to cover staff absence only rarely in circumstances which are not foreseeable. These events include cover for notification of a staff absence after 8.30 a.m. until an agency supply teacher can be placed and for staff being taken ill unexpectedly during the College day.

**Public Examinations**

10 Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations (if appropriate).

**Management**

11 (a) Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers.

 (b) Co-ordinating or managing the work of other teachers.

 (c) Taking such part as may be required of the teacher in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the College.

**Administration**

12 (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and ordering and allocation of equipment and materials.

 (b) Attending assemblies, registering the attendance of students and supervising pupils, whether these duties are to be performed before, during or after College session.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

April 2021