

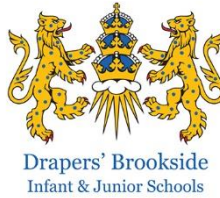
Job Description

Job title:	Teacher
Grade:	Teacher Pay Scale
Reports to:	Executive Principal
Staff managed:	Designated Teaching Assistants

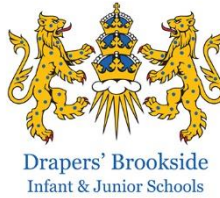
Main Duties and Responsibilities

To carry out the professional duties of a teacher as circumstances may require and in accordance with Department for Education guidelines / requirements and the school's policies under the direction of the Executive Principal.

- 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 very able pupils
 - providing clear structures for lessons maintaining pace, motivation and challenge
 - making effective use of assessment and ensure coverage of programmes of study
 - ensuring effective teaching and best use of available time
 - maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
 - using a variety of teaching methods to:
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through library, I.C.T. and other sources
 - ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
 - evaluating own teaching critically to improve effectiveness



- ensuring the effective and efficient deployment of classroom support.
- 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.
- Undertake assessment of pupils as requested by examination bodies and school procedures.
- Prepare and present informative reports to parents.
- Contribute to the whole school's planning activities.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of pupil and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff.
- 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.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- Take responsibility for own professional development and duties in relation to school policies and practices.



- Liaise effectively with parents and governors.

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.

Additional duties

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.