

**JOB DESCRIPTION**

**POST TITLE: TEACHER OF DESIGN & TECHNOLOGY**

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Contract** **Full Time**

**Responsible to** **Subject Leader**

**Pay scale Main payscale**

All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

All staff are subject to an annual appraisal and mid-year appraisal review and the normal terms of conditions for teachers in England. Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

**Purpose of the Role**

The primary focus of this role is to be a classroom teacher and Personal Tutor

**Key Responsibilities**

**Overall**

* Plan and prepare high quality lessons that ensure all ability groups make at least good progress
* Assess progress and provide appropriate feedback
* Maintain and update accurate records of student progress
* Uphold the values of the college. i.e. ability is not fixed

**Achievement and Progress**

* Ensure that all students, including disadvantaged students make at least good progress
* Motivate students to achieve well
* Promote a culture of scholarly excellence within the classroom, department and wider school
* Maintain high expectations for all students
* Know the learning needs of students with SEND and ensure that appropriate teaching strategies are applied to support their progress
* Work closely with teaching assistants to ensure joint planning to support SEND students
* Maintain a high standard of subject knowledge and keep up to date with developments in subjects taught
* Endeavour to use research as a basis for selecting teaching strategies
* Communicate with parents as required
* Maintain a neat and tidy classroom

**Wider Curriculum**

* Ensure the spiritual, moral, social and cultural education of all students is fully developed in line with the school policy
* Apply the PSHE curriculum as and when required and appropriate
* Uphold British Values (defined as liberal democratic values)

**Student Welfare**

* Follow behaviour protocols as set out by the school
* Report all incidents of bullying and other forms of harassment and follow school procedures in all cases
* Read, understand and apply the procedures in the school’s Child Protection policy and report all concerns immediately to the named officer for child protection
* Ensure that the health and safety of students, both in and around school and on trips and visits is always paramount and that during visits school protocols are followed in full
* Undertake the duties of a Tutor

**Wider Commitments**

* Attend subject parents’ evenings, open evenings, success evenings and other public events as directed by the Principal
* Follow absence procedures and set good quality work in the case of absence unless physically unable to do so
* Complete reports and data collection points as required by the school assessment calendar
* Complete the attendance register on time and accurately at all times
* Undertake the cover of lessons if required to do so

**Professional**

* Maintain the highest standards of professional appearance, integrity and honesty
* Dress at work in accordance with the staff dress code
* Act as role model to young people and other staff, including online
* Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture within the culture
* Ensure that all work carried out in preparation for an exam or behalf on an examination board is done so in accordance with the rules for that exam
* Attend meetings and training as required
* Undertake any other duties or responsibilities as required by the Principal

This job description is not intended to be an absolute definition of responsibilities and duties as may arise in this post.

**May 2022**