**Job Description**

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| **Post Title:** | TEACHER |
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| **Purpose:** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a teacher/Form Tutor. * To facilitate the Ferndown Teaching and Learning Strategy to encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To follow The Teaching and Learning Strategy, based on The Ferndown Way, to contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. |
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| **Reporting to:** | Head of Department/Learning Area |
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| **Responsible for:** | The provision of a full learning experience and support for students. |
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| **Liaising with:** | SLT, teaching/support staff LEA representatives, external agencies and parents. |
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| **Working Time:** | 195 days per year. Full-time |
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| **Salary/Grade:** | Main professional scale |
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| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To assist in the development of appropriate syllabuses, resources, schemes of work and feedback policies in the Curriculum Area and/or Department. * To contribute to the Curriculum Area and/or department’s development plan and its implementation. * To plan and prepare courses and effective lessons. * To contribute to the whole school’s planning activities. |
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| **Curriculum Provision:** | To assist the Head of Department, the link senior manager, to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives. |
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| **Curriculum Development:** | To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Vision and Mission statements and SIP. |
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| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development including joining a working party or completing research in an area of interest. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. * To ensure the effective/efficient deployment of classroom support through Quality First teaching strategies. * To work as a member of a designated team and to contribute positively to effective working relations within the school. |
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| **Quality Assurance:** | * To help to implement school quality procedures and to adhere to those. * As part of a team, contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * To review from time to time methods of teaching and programmes of work. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
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| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for Bromcom etc. * To complete regular Ferndown Feedback Forms and reflect on these each half term to assist in the tracking of students. * To use Ferndown Feedback Forms and student information to inform teaching and learning. |
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| **Communications:** | * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school * To follow agreed policies for communications in the school. |
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| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with feeder schools * To contribute to the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials (with support staff). * To assist the Head of Faculty/Department to identify resource needs and to contribute to the efficient and effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students. |
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| **Pastoral System:** | * To be a Form Tutor to an assigned group of students. * To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole initially by knowing about their individual achievements and valuing these. * To liaise with the Head of House and Head of Year to ensure the implementation of the school’s weekly tutor programme. * To register students and complete steps to monitor and speak to students with attendance issues as the first point of contact. * To encourage student participation in other aspects of school life. * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of Action Plans and progress files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. * To present personal development and SMSC activities according to the tutor programme. * To apply the whole school agreed Behaviour management system so that effective learning can take place. |
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| **Teaching:** | * To teach, students according to their educational needs, including setting work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to update Bromcom as appropriate. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that Literacy is a part of schemes of learning taught in the classroom. * To ensure a high quality learning experience for students according to the school’s Teaching and Learning Strategy. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To give feedback according The Ferndown Way document on assessment and feedback. |
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| **Other Specific Duties**: | |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by the school not mentioned in the above.   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.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |
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| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

Date