



**GOSFORD HILL SCHOOL  
JOB DESCRIPTION: TEACHER**

**Post Title:** Teacher

**Job Purpose:** To raise standards of attainment and achievement of learners

**Reporting to:** Department Leader and other relevant department staff where appropriate

**Disclosure Level:** Enhanced

**Salary:** MPS/UPS depending on relevant experience

Role	Responsibility
To deliver well planned <b>learning and teaching</b> so that all students make progress	<p><b>To meet the Professional Standards for Teachers outlined by the statement of Conditions of Employment and subsequent statements.</b></p> <ul style="list-style-type: none"> <li>▪ Maintain a secure knowledge and understanding of your specialist subject and wider curriculum developments relevant to your work and to participate in relevant CPD.</li> <li>▪ Carry out teaching duties in accordance with the school's schemes of work and National Curriculum.</li> <li>▪ Liaise with colleagues to plan and deliver programmes of study in a collaborate way.</li> <li>▪ Take into consideration the educational needs of students within teaching groups.</li> <li>▪ Deliver lessons that are relevant, purposeful and challenging.</li> <li>▪ Work with teaching assistants and the SENCO.</li> <li>▪ Set targets for student attainment levels.</li> <li>▪ Use teaching methods which engage students and stimulate their intellectual curiosity.</li> <li>▪ Secure a high standard of behaviour in the classroom by establishing appropriate rules and expectations in order to facilitate learning and to deal with unwanted behaviour in the context of school policy.</li> <li>▪ To share in 'rarely' cover for absent colleagues in accordance with national guidelines and Conditions of Employment and subsequent statements.</li> </ul>
To be accountable for student's <b>academic progress</b>	<ul style="list-style-type: none"> <li>▪ To be accountable for the academic achievement of students of which you have responsibility</li> <li>▪ To consistently implement whole school, faculty and other relevant policies.</li> <li>▪ To contribute to scheduled meetings with colleagues and parents according to the school's published programme.</li> <li>▪ To participate in external examination arrangements as well as other assessment programmes.</li> <li>▪ To communicate with parents concerning student progress through written reports and or profile, tracking forms.</li> <li>▪ To be responsible for your teaching room(s) with regard to good order, health and safety, appearance and display.</li> <li>▪ To be responsible for all use of all resources allocated to ensure value for money. Take responsibility for the supervision and security of all equipment.</li> <li>▪ To share the cross curricular work of the school and to share in the responsibilities of the faculty.</li> </ul>

<p>To ensure high quality <b>Assessment, Monitoring and Reporting</b></p>	<ul style="list-style-type: none"> <li>▪ Mark and monitor students' class and homework and provide constructive oral and written feedback.</li> <li>▪ Keep records of student attendance to every lesson as well as classwork, homework set and completion</li> <li>▪ Review and evaluate your own teaching and work programmes</li> <li>▪ Report to parents through attending scheduled parent evenings and when required.</li> <li>▪ To assess and keep records in accordance with school policy.</li> <li>▪ Set clear targets for further achievement and monitor progress towards those targets.</li> <li>▪ Recognise the level that a student is achieving and make assessments of potential against National Curriculum levels or examination grades.</li> <li>▪ Participate in arrangements for preparing students for public examinations</li> </ul>
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<b>General Requirements</b>	
<ul style="list-style-type: none"> <li>▪ To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage and ensure staff and students follow this example</li> <li>▪ To promote and lead extra curricular activities in line with the traditions and expectations of the school within the context of a life work balance</li> <li>▪ To participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers</li> <li>▪ To continue personal development as agreed</li> <li>▪ To engage actively in the performance review process</li> <li>▪ To continue personal development as agreed</li> <li>▪ To engage actively in the performance review process</li> <li>▪ To undertake any other duty as specified by STPCB not mentioned in the above</li> <li>▪ To share in supervisory duties according to the school's published rotas</li> <li>▪ To keep up to date with school information e.g. the weekly bulletin and staff handbook</li> <li>▪</li> <li>▪ To continue personal development as agreed</li> <li>▪ To engage actively in the performance review process</li> <li>▪ To undertake any other duty as specified by STPCB not mentioned in the above</li> <li>▪ Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified</li> <li>▪ Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description</li> <li>▪ Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers</li> <li>▪ 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.</li> <li>▪ To undertake other reasonable duties related to the job purpose</li> </ul>	

**For all staff** - You have specific responsibilities under Health & Safety / Child Protection legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable
- Report any safeguarding children / child protection concerns to a senior member of staff
- Gosford Hill School is committed to the safeguarding of children and is rigorous in its child protection policy.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

Nigel Sellars 2022