

## **JOB DESCRIPTION TEACHER**

**Group: KS3 & KS4**

**Age Range: 11 – 16 Years**

**Salary Grade: MPS / UPS +SEN**

**Responsible to: Head of Faculty**

The duties outlined are in addition to those covered by the School Teachers' Pay and Conditions Document 2013 (adopted by the Academy).

### **Job Purpose:**

- To carry out the duties of a form tutor (if required)
- To act as a co-ordinator for specified areas of the curriculum.
- To play an active role in the life of the school.

### **Key tasks:**

1. Take responsibility on a day-to-day basis for the academic, social, moral and ethical development of a class of children of an age range designated by the Headteacher.
2. Carry out prior planning of work suited to the individual needs of the members of that class according to school policy, i.e. subject skills, target setting, access target setting.
3. Provide disciplined and structured environment in which a child can develop a sense of independence and self-confidence.
4. Assist in the maintenance of discipline throughout the school and promote in the children an awareness and respect for both the feelings and property of others.
5. Create a stimulating learning environment through the use of varied teaching methods according to the needs of the subject and the individual child.
6. Enhance such an environment through the effective use of display. Encourage children to take pride in their work and foster high standards of presentation throughout the curriculum.
7. Know well the materials and resources available, not only within the school but also the outside community.
8. Take corporate responsibility for the maintenance of resources, furniture and fabric of the school in general.
9. Keep abreast of current educational thinking and regularly take part in in-service training.
10. Maintain careful records of the individual child's progress in accordance with country and school policy, in order to aid future teaching and facilitate continuity into the next stage of education.
11. To be aware of the pastoral needs of the child and cater for them within the school situation.
12. Be aware of the health and safety needs around the school and report them to the Health and Safety Representative immediately.
13. Inform parents of the needs and progress of their child, in consultation with the Headteacher and keep colleagues informed of relevant information given by the parents.

14. Co-operate with and support colleagues in the day-to-day teaching and development of the school curriculum.
15. Support the Headteacher in the promotion and development of school policy in all aspects of school life. Keep the Headteacher informed of day-to-day events around the school.
16. Immediately bring to the attention of the Headteacher any child who appears to have suffered a non-accidental injury, or where any form of child abuse is suspected.
17. Carry out assigned duties promptly and efficiently.
18. To manage, and deploy effectively, any personnel who may be timetabled to work with you in a supportive or collaborative teaching environment.
19. In addition to these general functions, the teacher will, together with the Headteacher, regularly review and agree the consultancy aspect of the job which will involve curriculum leadership, advising colleagues, contributing to staff meetings, monitoring resources and liaison with other schools and agencies. The job description may be amended by mutual agreement.

### **Leading and managing staff**

To provide to all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching

### **Efficient and effective deployment of staff and resources**

To identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.

### **Safeguarding**

All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy.

### **Additional Information:**

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Dove House School Academy expects flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title

**Upper Pay Scale:** UPS teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 1 September 2020

**Next review date:** Performance Management Interim Review 2020-2021

**Postholder's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_