

<b>Salary:</b>	Teachers Upper Pay Scale + TLR
<b>Responsible to:</b>	Head of Faculty, SLT, Headteacher, Executive Headteacher
<b>Date of Job Description:</b>	Sept 2022

### **Purpose of the Role:**

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- To raise standards of student attainment and achievement within the subject area and to monitor and support student progress as well as extra-curricular performance.
- To be accountable for student progress and development within the subject area.
- To be accountable for the quality and development of teaching and learning in the Subject.
- To be accountable for the quality and development of extra-curricular performance across the subject area.
- To be accountable for the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school & national agendas.
- To be accountable for leading, managing and developing the subject area.
- To effectively manage and deploy teaching staff, support staff, financial & physical resources and be responsible for the learning environment within the subject area to support the designated curriculum portfolio.

### **Main Tasks and Responsibilities**

#### **General Duties:**

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.

- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

## **Main Duties: Core Responsibilities as a Teacher**

### Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher as set in the School Teachers' Pay and Conditions document, other current educational and employment legislation and the school's Articles of Government.
- To teach students according to their educational needs, including the setting and marking of 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 keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that Literacy and Numeracy are reflected in the teaching/learning experience of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- 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 mark, grade and give written/verbal and diagnostic feedback as required.
- To assist the Faculty Lead to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHE as required.
- Play a full part in the life of the school community, support its distinctive mission, vision and ethos, and encourage and ensure students follow this example.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Have a key role in promoting an atmosphere conducive to effective teaching and learning ensuring that pupils are exposed to the highest quality teaching.
- To support the department in the preparation and delivery of schemes of work for all year groups in order to promote continuity, breadth, balance and progression in pupils' learning, ensuring that each pupil has the opportunity to maximise her/his potential.
- Take responsibility for pupil behaviour and ensure that relationships between staff and pupils are harmonious leading to highly productive and well-motivated classes.
- Ensure that differentiated teaching materials are available and, in the case of pupils who are identified as gifted and talented (G&T) and with special educational needs (SEN), that individual education plans (IEP) for pupils with SEN are in use.

### Curriculum

- Plan and prepare lessons in line with subject schemes of work, using appropriate teaching methods and resources.
- Mark and monitor students' class and homework providing constructive oral and written feedback, and setting targets for students' progress and putting in interventions as necessary.

- Contribute to the development of schemes of learning and Subject/Faculty/PSHE policies.
- Undertake rigorous form tutoring/PSHE lessons, making planned and effective use of all teaching and tutoring time.

### Students

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline.
- Undertake student supervisory duties and cover for absent colleagues in line with school procedures.
- Operate school and subject rewards policy.
- Assess and record each student's progress, including through observation, questioning, testing and marking.
- Make every reasonable effort to ensure delivery of the school's Home School Agreement.

### Monitoring

- Understand and make effective use of national, local and school data to set clear targets for students' achievement and to monitor progress.
- Meet tracking and reporting deadlines.
- Keep Progress Leads and Form Tutors informed about student progress and behaviour and action taken.

### Performance Management

- Review own professional development and identify training needs
- Take part in rigorous and effective performance management arrangements

### Communication

- Keep parents and line managers informed about student progress/concerns and action taken
- Attend relevant parents' evenings
- Maintain familiarity with statutory assessment and reporting requirements and know how to prepare and present informative reports to parents

- Where appropriate, to communicate and cooperate with persons or bodies outside the school.

### **Main Duties: Specific Responsibilities as a Leader**

#### Operational & Strategic Planning: Curriculum and extra-curricular

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the core subject area.
- To be responsible for the day-to-day management, control and operation of course provision within the core subject area, including effective deployment of staff and physical resources.
- To monitor actively and follow up student progress within the core subject area.
- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the core subject which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the action planning function of the subject area, and to ensure that the planning activities of the core subject reflect the needs of students within the core subject, SIP and the aims and objectives of the school.
- To lead and manage an effective and inspiring programme of extra-curricular activities and events across the subject area.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the core subject are in-line with national requirements and are updated where necessary, therefore liaising with the school's Site Operations Manager.
- To liaise with the School Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and School Evaluation.
- To be accountable for leading the development, delivery and evaluation of the subject.
- To keep up to date with national developments in the subject and teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.

- To liaise with the School Leadership Team to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the subject area.
- To ensure that the development of the subject area is in line with national developments.

#### Operational & Strategic Planning: Staffing

- To work with the School Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development as agreed with the School Leadership Team.
- To be responsible for the efficient and effective deployment of the subject's staff.
- To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the subject area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the subject area.
- To liaise with HR Manager to organise and participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's CPD programmes (e.g. PDP, NQT/RQT, ITT).
- To be responsible for the day-to-day management of staff within the core subject and act as a positive role model.

#### Operational & Strategic Planning: Quality Assurance and Accountability

- To ensure the effective operation of quality control systems.
- To establish the process of the setting and communication of targets within the subject area and to work towards their achievement.
- To establish common standards of practice and develop the effectiveness of teaching and learning styles within the subject area.

- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the subject area.
- To monitor and evaluate the subject area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the subject area's quality procedures meet the requirements of School's Self Evaluation and the School Improvement Plan.
- To ensure the maintenance of accurate and up-to-date information concerning the subject area on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce and monitor reports within the quality assurance cycle for the core subject.
- To produce reports on examination performance, including the use of Progress and Attainment data.
- In conjunction with the relevant School Leader, to manage the subject area's collection of data.
- To provide the Governing Body with relevant information relating to the subject's performance and development.

#### Operational & Strategic Planning: Communication and Liaison

- To ensure that all members of the subject team are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner Primary, High schools & academies, Further & Higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the subject's views and interests.
- To contribute to the planning and delivery of school liaison activities.

- To lead the development of effective subject links with other FCAT schools (e.g. via attendance at QIGs), partner Primary and other High schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- To promote actively the development of effective subject links with external agencies.

#### Operational & Strategic Planning: Resource Management

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the core subject budget acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the School Leadership Team in order to ensure that the subject area's teaching commitments are effectively and efficiently time-tabled, resourced and roomed.
- Ensure subject teaching rooms and corridors are tidy and have effective displays.

#### Pastoral

- To monitor and support the overall progress and development of students within the subject area.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

#### School Ethos

- 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 to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the MAT and school's corporate policies.

- Comply with the MAT's health and safety policy and undertake risk assessments as appropriate.

#### Other

- To make a substantial and sustained contribution to the school.
- To continue to meet standards and to grow professionally by developing subject and leadership expertise.
- To provide a role model for professional practice and to make a distinctive contribution