# Job Description

### Our teachers at Trinity will:

* Responsible to the Headmaster, SMT and the subject leader.
* To be an outstanding classroom practitioner by consistently planning and delivering outstanding lessons that will allow stimulating and enjoyable learning to take place.
* Secure strong subject knowledge and keep your teaching skills up to date.
* Set high expectations which inspire, motivate and challenge pupils.
* Adapt teaching to respond to the strengths and needs of all pupils.
* Make accurate and productive use of assessment.
* Contribute to the development of policies and Schemes of Learning as requested.
* Ensure that the school’s quality assurance procedures are followed.
* Mark, assess and report on pupils’ achievement and maintain accurate records as stated in our school’s policies.
* Maintain an orderly classroom environment including neat storage and learning centred display.
* Meet deadlines for reports, marking, submission of assignments and assessment data.
* Prepare pupils for examinations and take part in moderation or standardisation exercises as required by the school or the examination boards.
* Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.
* Ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
* To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues.
* To participate in the programme of after school revision classes according to department requirements.
* To ensure the effective and efficient deployment of classroom support.
* To complete reports to parents/carers on students’ attainment and progress in line with the school’s procedures.
* To provide students with regular “formative” feedback to help them raise their attainment.
* Set high expectations for all students and promote the development of student resilience, confidence and intellectual curiosity.
* Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
* To attend all evenings (where relevant) that are held, to inform parents of school provision, intervention, student progress or pastoral care.

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