

## **Job Title: Teacher**

### **Main Purpose of Post**

The Teacher shall report directly to the Head of Faculty. S/he shall implement and deliver a broad, balanced, relevant and differentiated curriculum for students in the subject area, raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress. To monitor and support the overall progress and development of students as a teacher/ Form Tutor. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and opportunities for personal and academic growth.

### **Principal Duties and Responsibilities**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- To contribute to the faculty/department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole School's planning activities.
- To contribute to the development and delivery of the 14-19 curriculum
- To ensure that Health and Safety policies and practices, including Risk Assessments are understood and followed.

### **Curriculum Provision within the Faculty:**

- To liaise with the Head of Faculty to ensure the delivery of high quality curriculum programme, which complements the School's strategic aims and objectives.

### **Curriculum Development within the Faculty:**

- To assist in the process of curriculum development so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's strategic aims and objectives.
- To contribute to the development of Key Skills both within the faculty and across the School curriculum.

### **Staff Development:**

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- 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

### **Quality Assurance within the Faculty:**

- To establish the process of setting targets and to monitor, evaluate and review progress towards their achievement.

- To help establish common standards of practice and develop the effectiveness of teaching and learning styles.

#### **Faculty Management Information:**

- To maintain accurate and up-to-date information on the Management Information System.
- To complete the documentation to assist in the tracking of students progress and use this information to inform teaching and learning.

#### **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.

#### **Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner Schools.
- To contribute to the development of effective subject links with external agencies.

#### **Management of Resources within the Faculty:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Faculty/Department to identify resource needs and to contribute to the efficient/effective use of physical resources.

#### **Pastoral System:**

- To monitor and support the overall progress and development of students.
- 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, Morals and Ethics, citizenship and WRL including CEG and enterprise according to School policy.
- To ensure the Behaviour Management system is implemented so that effective learning can take place.
- To link with appropriate colleagues within the Personal Development & Student Support Faculty to instigate, where necessary, agreed procedures for identified students
- To take responsibility for issues arising from 'Every Child Matters'

#### **Teaching:**

- To teach, students according to their educational needs, including the setting and marking of work, giving written/verbal and diagnostic feedback as required.
- 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 ICT, Literacy, Numeracy and College subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching and prepare and update subject materials as required.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- 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 College'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, faculty/departmental and School procedures

**Additional 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 actively participate and promote the development, growth and progression of the School within the community
- To support the School in meeting its legal requirements for worship.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Methods of Working**

- Employees will ensure that the health, safety and welfare of pupils are maintained at all times.
- Employees will comply with the policies of the School, including Equal Opportunities, Inclusion, Disability and Accessibility Plan, and the Data Protection Act.
- Employees will take an active role in career personal development including target setting and performance management and be prepared to undertake any necessary training associated with the duties of the post and attend meetings as required.
- 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.
- The post holder will have due regard for DCC financial regulations and operate within School financial systems and procedures.

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation. It is school policy to regularly review job descriptions with both the changing needs of the school and the individual staff development and training needs in mind. Thus the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

## **PERSON SPECIFICATION – Teacher**

### **EXPERIENCE**

- Evidence of excellent classroom practice.
- Understanding of examination concessions and assessment processes
- Teaching at KS3 and KS4 in relevant subject.
- Strong professional development record
- An outstanding classroom practitioner across the age and ability range
- Experience in more than one school welcomed
- Evidence of experience in safeguarding and inclusion provision
- Proven excellence in managing student conduct

### **QUALIFICATIONS AND TRAINING**

- Professional teaching qualification
- Degree in relevant subject.

### **SKILLS/ABILITIES/KNOWLEDGE**

- Ability to work effectively as a tutor and involvement in the delivery of PSHE and Morals and Ethics
- A proven ability to use data on a whole school level to raise performance
- Excellent written and oral communication
- Ability to prioritise, plan, organise, work under pressure and meet deadlines
- Empathy with young people of all levels and backgrounds
- Capacity for, and interest in, further promotion
- Ability to organise and manage time
- Analytical skills, able to resolve complex issues effectively
- Ability to inspire confidence in others
- Commitment to valuing and respecting all members of the school community and
- Able to convey information clearly, accurately, succinctly both verbally and in writing

### **PERSONAL QUALITIES**

- Sensitivity to and empathy with the needs of others
- Reliability, integrity and the ability to foster an efficient, positive, happy school atmosphere
- A commitment to aspire to excellence both personally and as a member of a team
- Enthusiasm
- Commitment to equal opportunities
- Adaptability to changing circumstances and new ideas
- Ability to empower others to take ideas forward