

# Lincoln Christ's Hospital School

Educating in Lincoln since 1090



## Teacher Job Description

The appointment is subject to the current conditions of employment for teachers contained in the Academy Teachers' Pay and Conditions Document, the 1998 Academy Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The post holder will report to the Head of Department in the first instance.

**Job Title:** Teacher

**Remuneration:** Main/Upper Pay Scale

**Reporting to:** Head of Department, Assistant Headteacher, Headteacher

### Core Role/Activity

1. To be a teacher at Lincoln Christ's Hospital School;
2. To work to the best of ability at all times;
3. To work towards the school's vision;
4. To be employed as a teacher as stated in the Teachers' Pay and Conditions Document.

### Core Responsibilities

5. To strive to raise achievement for every individual;
6. To provide the best possible teaching and learning experience for the individual needs and abilities of the target audience within the limits of the resources available;
7. To be punctual for lessons;
8. To implement all school policies;
9. To be responsible to the Head of Department;
10. To maintain a lively and pleasant learning environment;
11. To mark students' work, regularly, in line with the LCHS feedback policy;
12. To assess the individual student's level of achievement regularly;
13. To ensure that the needs of students' on the school SEN register are known and that appropriate strategies are planned to ensure that these needs are met;
14. To set meaningful homework, according to the homework timetable, that develops or enhances learning;
15. To manage the pace of students' learning to enable students to complete the requirements of the course, syllabus and national curriculum within the time allowed;
16. To manage the behaviour of students in the classroom in accordance with the LCHS Conduct for Learning Policy;
17. To set high expectations for appearance, manners, behaviour and achievement in all lessons;
18. To implement the school's rewards and sanction policies fairly and consistently;
19. To be responsible for the resources used in the classroom and to ensure those resources are well looked after.

**Accountabilities: For**

20. Student achievement in each class taught;
21. Implementation of school policies;
22. Implementation of agreed developments.

**Accountabilities: To**

Head of Department

**Accountabilities: Actions**

23. To keep an attendance register for every lesson;
24. To plan lessons in order to achieve the learning objectives for the target audience as detailed in the National Curriculum, Examination Syllabus and the scheme of work;
25. Write reports on students' progress according to the timetable and deadlines published in the planner;
26. To keep records of attendance, marking, assessments and targets for all pupils;
27. To report good work, good behaviour and rewards to the Head of Department and relevant Year Team;
28. To report unsatisfactory work and behaviour to the Head of Department and relevant Year Team to complete any appropriate round-robin, interim assessment, SEN assessment or report as required;
29. To set students' targets for achievement that are stretching but achievable.

**Management Responsibilities (General)**

30. To work as a team member in all aspects of the work;
31. To develop self-esteem in the team members of all ages;
32. To enable effective learning;
33. To empower members of the working teams to take ownership of their learning;
34. To lead the development of independent learning in the classroom;
35. To communicate effectively.

**Development**

36. To work as part of the department/subject team to develop the schemes of work;
37. To work as part of the department/subject team to develop appropriate and effective assessments;
38. To identify INSET and developmental needs as part of the performance management process.

**Quality Assurance**

39. To ensure that the work produced by students is of the highest possible quality for them as individuals;
40. To supply the Head of Department with copies of lesson plans, registers, records and examples of students' work as required;
41. To keep a portfolio of evidence of students' work as required by the National Curriculum or examination syllabus.

**Meeting Attendance**

42. Year Team/Department meetings;
43. Full staff meetings/briefing;
44. Parents' Evenings for year groups where you are a main teacher, as part of directed time.