

QUEEN ELIZABETH'S SCHOOL, WIMBORNE MINSTER

JOB DESCRIPTION

POST TITLE: TEACHER MAIN PAY SCALE

RESPONSIBLE TO: HEADTEACHER

SALARY: Main Pay Scale M1 – M6

KEY PURPOSES

- To plan and deliver high quality lessons
- To assess and report on the achievement of students
- To act as a tutor as required

KEY KNOWLEDGE AND UNDERSTANDING

- A secure knowledge and understanding of specialist subject(s) to degree level, sufficient to cope securely with subject related questions which students raise and to know about students' common misconceptions and mistakes.
- A detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements and the demands expected of students in relation to KS4 and post-16 courses.
- An understanding of subject progression, including across KS3.

KEY FUNCTIONS

1 Planning

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Select and make good use of textbooks, ICT and other learning resources to enable teaching objectives to be met.
- Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for students learning, building on prior attainment.
- Identify students who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).
- Provide opportunities to develop students' understanding by relating their learning to real and work related examples.

2 Teaching & managing student learning

- Use teaching methods with whole classes, groups and individuals that ensure that students are engaged and stimulated, that teaching objectives are met, that momentum and challenge are maintained, and best use made of teaching time.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching and through positive and productive relationships.

3 Assessment & reporting

- Assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- Mark and monitor students' class and homework, providing constructive oral and written feedback and targets for students' progress. Work to secure progress towards targets.
- Prepare and present informative reports to parents. Complete progress check data to inform parents of their child's progress.

4 Guidance & welfare

Where appropriate, act as a tutor, fulfilling the following functions.

- Take overall responsibility for monitoring tutees' academic and wider progress and development, acting in line with school policies in this area.
- Contribute to the planning, development and delivery of the Personal, Social, Health, and Careers Education Programme.
- Carry out the tutor group registration, following up any absences as directed by school policy.
- Use the Progress Discussion timetable slot and other opportunities to review progress and support students in targets settings and action planning.
- Deliver the daily act of collective worship.

5 Wider professional effectiveness

- Take responsibility for own professional development, keeping up to date with research and developments in pedagogy and in teaching subjects.
- Understand professional responsibilities in relation to school policies and practices.
- Set a good example to students in personal presentation and conduct.
- Evaluate own teaching critically, using this to improve effectiveness.
- Work effectively with other school colleagues, attending meetings and liaising with representatives of other agencies as necessary.
- Organise display of work in own classroom and faculty areas.

GENERAL AND SCHOOL RESPONSIBILITIES

- Contribute to and support the overall aims and ethos of the school and the Trust
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity

Post holder: _____

Signed: _____

Date: _____

“Queen Elizabeth’s is committed to safeguarding and promoting the Welfare of children and young people and expects all staff and volunteers to share this commitment”