**Job Description: Main Pay Scale Teacher**

All teachers’ job descriptions define the responsibility of the post-holder as being:

* Under the reasonable direction of the Principal to carry out the professional duties of a school teacher as set out in the School Teachers’ Pay and Conditions document (STPCD);
* To meet all requirements of the Teachers’ Standards;
* To comply with Health & Safety at Work Legislation.

**Responsible to:** Head of Business

**Responsible for:** Providing high quality teaching and learning opportunities and care, guidance and support to secure the highest possible standards of achievement for all students.

**Remuneration:**  ULT Inner London Main Pay Scale

**Job Purpose:**

* To fulfil the Professional Standards for Teachers, in the context of being a teacher of a subject, as part of a curriculum team and as a form tutor as part of a year team
* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher and as a form tutor, including the personal development dimension via the Every Child Matters agenda.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their full individual potential.
* To contribute to raising standards of student progress and attainment.
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

**Principal Responsibilities: Teaching & Learning**

1. To undertake a designated programme of teaching at both key stage 3 and 4, including the setting and regular marking of work, to ensure a high quality learning experience for students which meets internal and external quality standards.
2. To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress.
3. To maintain discipline in accordance with the school’s procedures, and to set and model high expectations with regard to punctuality, behaviour, standards of work and independent study.
4. Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student which meet the demands of the syllabus and promote a love of learning and children’s intellectual curiosity.
5. To fully incorporate the teaching of basic skills in literacy, numeracy, ICT and communication into subject delivery.
6. Set homework and plan other out-of class activities to consolidate and extend the knowledge and understanding of all pupils.
7. Contribute to the preparation and development of appropriate courses of study, teaching materials, methods of teaching and assessment and pastoral arrangements.
8. To actively contribute to the wider life of the school by organising and running appropriate extra-curricular and enrichment activities.
9. To maintain an orderly, stimulating classroom environment with high quality displays of students’ work.

**Assessment, Tracking Student Progress and Reporting to Parents/Carers**

1. Regularly mark, assess, record and report on the attendance, progress, personal development and attainment of students and give written/verbal feedback as required.
2. Maintain accurate records of the achievement and progress of students.
3. Use the relevant data to monitor progress, set targets and plan subsequent lessons.
4. Be accountable for student’s attainment, progress and outcomes.
5. Participate in arrangements for preparing students for public examinations, including targeted revision programmes and assessing students for examination purposes.
6. Communicate effectively with parents/carers through informative verbal and written reports on students’ progress and achievements, discussing appropriate targets and encouraging them to support their children’s learning, behaviour and progress.

**Care Guidance and Support**

1. To be a Form Tutor to an assigned group of students and to use tutor time profitably to undertake activities that support the academic and personal development of students.
2. To promote the general progress and well-being of individual students and of the Tutor Group.
3. To keep an accurate and up-to-date attendance register of students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
4. To evaluate and monitor the progress of students and keep up-to-date student records.
5. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
6. To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
7. Insist on high standards of work, behaviour, uniform and punctuality from all students, challenging when expectations are not met, including communication with parents/carers.
8. Provide guidance and advice to students on educational and social matters and on their further education and future careers.

**Performance Management and Continuous Professional Development**

1. Participating in any arrangements within an agreed national framework for the appraisal of performance and that of other teachers.
2. Reviewing methods of teaching and programmes of work.
3. Participating in arrangements for further training and professional development as a teacher.
4. Maintain a Professional Development Portfolio.
5. Work towards meeting Threshold Standards.
6. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for appropriate supervision and training.

**Other Duties**

1. To contribute to the process of monitoring and evaluation of the subject area in line with school procedures.
2. To contribute to the departmental and school improvement plan and its implementation.
3. Attend and contribute to meetings as directed, following up agreed actions and adhering to deadlines.
4. To take part in marketing and liaison activities such as Open Evenings.

**Commitments**

1. To promote actively the school’s corporate policies and to comply with the school’s Safeguarding and Health and Safety Policies and undertake risk assessments as appropriate.
2. To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.

***Note: Job descriptions are subject to review and amendment.***

**PERSON SPECIFICATION**

**Job Title: ULT Main Pay Scale/ Upper Threshold (as appropriate)**

**EDUCATION:**

1. A degree in the specialist subject from a recognised university.
2. Qualified Teacher Status.
3. Evidence of recent and relevant training or INSET.

**EXPERIENCE:**

1. Evidence of excellent teaching ability and successful impact on student progress.
2. Strong subject knowledge and a good knowledge and awareness of developments in the subject National Curriculum and other statutory requirements at Key Stages 3 and 4.
3. A demonstrable understanding of planning and assessment for learning.
4. Proven administrative and organisational skills.
5. The ability to communicate effectively and appropriately (both orally and in writing) with staff, students and parents, and to be able to prepare reports and maintain clear and comprehensive records.
6. An awareness and experience of the range of strategies necessary to address the differing needs which exist in the classroom, and which include second language learners, those with special educational needs and the most able.
7. An understanding and appreciation of the value of interesting and stimulating display and other motivational materials.
8. A familiarity with Information Technology and with its educational uses, as well as an ability to use Information Technology effectively to fulfil administrative requirements.

**PERSONAL QUALITIES AND ATTRIBUTES:**

A commitment to raising achievement and experience of devising and implementing successful strategies in order to do this.

1. An understanding of target setting and action planning.
2. An understanding of the principles involved in being a successful team member and a commitment to doing so.
3. An understanding of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity even when under pressure