



UPTON COURT GRAMMAR SCHOOL – Job description

Job title	Main Scale Teacher
Line managed by	Head of Department

JOB PURPOSE

- Secure and maintain high quality learning and teaching in order that students are able to make progress and achieve to their potential as successful, resilient and independent learners;
- To fulfil the school’s mission: Upton Court Grammar School ensured all students fulfilled their academic and personal aspirations and became successful and engaged citizens;
- Contribute to the overall ethos, work and aims of the Trust.

KEY AREAS OF IMPACT

Strategic Direction:

- Establish and uphold the ethos of the school with students through the full implementation of policies;
- Implement school policy and procedure reflecting the school’s commitment to high achievement, ensuring each student is treated as an individual and able to develop as successful learners;
- Contribute to the development of learning to learn and assessment for learning;
- Support the head of department as required and directed in implementing the department development plan and to assist in evaluating the impact of the plan on teaching and learning.

Teaching and Learning:

- Establish and maintain an environment which promotes effective learning and provides an appropriate level of challenge for able students;
- Plan and deliver lessons in accordance with the agreed scheme of work / subject specification, taking account of the specific learning needs of students within the class;
- Plan homework or other out-of-class work to sustain individual learners’ progress and to extend and consolidate learning through the marking of this work where appropriate;
- Actively promote personalised learning and assessment for learning opportunities within their subject for the benefit of the students;
- Analyse a range of relevant performance data for students in their classes and use this to plan future learning and inform target setting;
- Follow subject and school procedures for the assessment, recording and reporting of student attainment and progress including attendance at parents’ evenings;
- Provide timely and relevant information enabling each student to understand their current levels of attainment and the action they must take to achieve to their potential, including report writing;
- Actively promote the development of effective subject links internally and between partner schools and the wider community (locally, nationally and internationally);
- Monitor attendance and behaviour of students in their classes in accordance with school policy taking appropriate action including contacting parents;
- Undertake the teaching of classes/groups as may reasonably be required by the Head or Line Manager.

Quality Assurance:

- Actively participate in performance management and professional development;
- Participate, at the request of the Head or Line Manager, in the school’s monitoring, evaluation and review procedures including evaluation against quality standards and performance criteria;

- Evaluate the impact of their teaching on the progress of all learners and modify their planning and classroom practice where necessary.

Resource Management:

- Follow school procedures in the allocation and use of resources to support effective learning and teaching.

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

ADDITIONAL DUTIES:

- Play a full part in the life of the school community, support the school ethos and encourage students to follow this example;
- Actively promote school policies;
- Alert the Head in the event of any suspected child protection issues that may be affecting a learner;
- Undertake any other duty as specified by school teachers pay and conditions of service not mentioned in the above.

Form Tutor:

Any teacher can expect to be designated as a form tutor. As such, any form tutor should adhere to the following roles and responsibilities. The form tutor's role is to:

- Carry out statutory tasks, including completing registration accurately and on time;
- Monitor and support learners' academic and social progress;
- Monitor learners' attendance, punctuality and behaviour, taking direction from Head of Year as appropriate;
- Contribute to the tutees' spiritual, moral, cultural and social education;
- Make him/herself available to parents/carers, where appropriate, for the purpose of discussing personal matters concerning a learner's welfare, behaviour and other concerns that may adversely affect successful learning;
- Attend parents' evenings and tutors' evenings, and other events specified by the Head;
- Ensure learners' are prepared for learning including addressing uniform and equipment;
- Encourage students to support and / or participate in school events including charitable events, PSA events etc.;
- Check that learners' diaries have been signed by their parent / carer, and sign learners' diaries every week;
- Ensure that all learners and their parents / carers have signed the Home/School Agreement;
- Implement pastoral initiatives led by senior management or the Head of Year;
- Liaise effectively with SENCO, LAs and other appropriate bodies to ensure that learners' with special needs (inc. gifted and talented) are given appropriate support;
- Respond to subject reports through the writing of tutor reports.

KNOWLEDGE AND SKILLS

Subject teachers should demonstrate knowledge and understanding of:

- School policies and procedures;
- Secure knowledge of subjects/curriculum areas and related pedagogy across the full age range;
- Relevant statutory and non-statutory curricula and frameworks for identified subjects/curriculum areas;
- Schemes of work for subject(s) taught;
- Principles and practices in relation to managing learning and teaching, including behaviour;
- The appropriate application of ICT, literacy and numeracy to support teaching and wider professional activities;
- Health and safety issues as they relate to their particular subject area(s).

SAFEGUARDING

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring Service checks.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for any potential employee or any existing employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.