

# Job Description

<b>Job Title:</b>	<b>Teacher</b>
<b>Responsible to:</b>	The Principal and the Governing Body
<b>Conditions:</b>	The Governing Body of Christ the King College is your employer and your conditions of service are determined by the latest version of the School Teachers' Pay and Conditions Document.
<b>Date:</b>	September 2013

## General Duties:

- Be familiar with, and work within the policies of the College
- Work towards the mission, aims and objectives of the College
- Support the ethos, aims and expectations as described in the College's Foundation Principles, actively modelling and promoting the values and ethos of the College
- Take part in specific duty and other administrative arrangements as outlined in the Staff Handbook and College policies
- Follow at all times the standards of professional behaviour as outlined in the Staff Handbook
- Make a full contribution to the College life
- Act, if required, as a Form Tutor

## Overall Responsibilities of a Teacher/Form Tutor:

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To monitor students' progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with College policy, to enable all students to achieve their full potential.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures.
- To undertake any other duties as reasonably directed by the Principal

## Key Responsibilities of a Teacher/Form Tutor:

### Teaching and Learning

- Manage student learning through effective teaching in accordance with the schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- To enthuse, engage and support students your subject area(s)
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
- Set homework regularly, (in accordance with the College Homework Policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
- Work with Curriculum and Learning Support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To liaise with the Heads of Year, Student Services Assistants, SENCO and Inclusion Manager as appropriate to support student progress
- Support individual learning, including students on the gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
- Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success for each lesson.

- To support the student throughout the learning journey at the College, acting as the first point of contact for the students in their Form as appropriate
- To have an oversight of the academic, pastoral and social wellbeing and development of those in their Form as appropriate
- To engender a sense of pride, responsibility and ownership within the Form Tutor Group as appropriate
- Work effectively as a member of the subject team to improve the quality of teaching and learning, by contributing to the Subject Development Plan and implementing and monitoring change.
- Implement new initiatives, at College, local or national level, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
- Set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour, in accordance with the College's Living and Learning Together Policy, in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem

### **Monitoring, Assessment, Recording, Reporting, and Accountability**

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- Track student progress, monitoring achievement against targets set, and take appropriate action on student outcomes.
- Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
- Contribute towards the implementation of IEPs as detailed in the current Code Of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
- Keep an accurate register of students for each lesson, using the College's Lesson Monitor system. Unexplained absences or patterns of absence should be reported immediately in accordance with the College Policy.

### **Subject Knowledge and Understanding**

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- Keep up-to-date with research and developments in pedagogy in the subject area.
- Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
- Keep up-to-date with technological change and the use of technology to enhance delivery, and pupil access, to the subject.
- To be computer literate and able to incorporate the use of ICT into lessons

### **Professional Standards and Development**

- Be a role model to students through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Be familiar with and support the College and Department handbooks, policies and procedures.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities such as making a contribution to extra-curricular activities and educational visits.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
- Be aware of the role of the Governing Body of the College and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.

- Consider the needs of all students within lessons (and implement specialist advice) especially those who:
  - are disadvantaged;
  - have SEN;
  - are most able;
  - are not yet fluent in English.

### **Health and Safety**

- Undergo Basic First Aid training and update courses as appropriate.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Have an understanding of educational visits' procedures and the relevant actions to take when planning out of school activities.

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the College Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the College Development Plan taking full advantage of any relevant training and development available.
- Implement and develop pedagogic procedures introduced through College, local or government initiatives.
- Implement the use of new technologies that enhance teaching and learning.
- Participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
- Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Principal.
- Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues
- Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.