

# Redruth School

Tolgus Vean  
Redruth  
Cornwall  
TR15 1TA



## Job Description

<b>Post Title</b>	<b>TEACHER</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate</li> <li>To monitor and support the overall progress and development of students as a teacher/tutor</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> <li>To contribute to raising standards of student attainment</li> <li>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to</b>	Head of Department
<b>Responsible for</b>	The provision of a full learning experience and support for students
<b>Liaising with</b>	Headteacher/Senior Leadership Team, teaching/support staff, LA representatives, external agencies and parents/carers
<b>Working Time</b>	195 days per year. Full-time
<b>Salary/Grade</b>	TMS/UPS
<b>Disclosure level</b>	Enhanced DBS
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department</li> <li>To contribute to the curriculum area and department's development plan and implementation</li> <li>To plan and prepare courses and lessons</li> <li>To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision</b>	To assist the Head of Department, SLT (Teaching and Learning), to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
<b>Curriculum Development</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's ethos, vision and strategic objectives.
<b>Staff Development and recruitment/ deployment of staff</b>	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>To engage actively in the performance management review process</li> <li>To ensure the effective/efficient deployment of classroom support</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>

<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To help implement school quality procedures and to adhere to them</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria; to seek/implement modification and improvement where required</li> <li>• To review from time to time methods of teaching and programmes of work</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents/carers of students as appropriate</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>• To follow agreed policies and procedures for communications in the school.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools, etc</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials</li> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</li> </ul>
<b>Pastoral/Progress</b>	<ul style="list-style-type: none"> <li>• To be a tutor to an assigned group of students</li> <li>• To promote the general progress and well-being of individual students and of the tutor group as a whole</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required</li> <li>• To contribute to the preparation of school reports</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved</li> <li>• To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To contribute to PSHE according to school policy</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students</li> <li>• To ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching</li> <li>• To ensure a high-quality learning experience for students to meet with internal and external quality standards</li> <li>• To prepare and update subject materials</li> <li>• To use a variety of delivery methods to stimulate learning appropriate to student needs and demands of the syllabus</li> </ul>

	<ul style="list-style-type: none"> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>• To undertake assessment of students' work as requested by external examination bodies, department and school procedures</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its vision and ethos and to encourage staff and students to follow this example</li> <li>• To support the school in meeting its legal requirements for worship</li> <li>• To promote the school's policies and procedures and work within these</li> <li>• To continue personal development as agreed</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To take action and raise concerns where required</li> <li>• To maintain professional boundaries</li> <li>• To be committed to demonstrating the school's values and behaviours in your work</li> <li>• To maintain an awareness, understanding and commitment to the protection and safeguarding of children and young people, including up to date safeguarding training</li> <li>• To undertake any other duty as specified by the School Teacher's Pay and Conditions document not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
<p>Employees will be expected to comply with any reasonable request from their line manager/SLT to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date issued but, following consultation with you, may be changed by the Headteacher/governing body to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

*All staff are responsible for promoting and safeguarding the welfare of students by always ensuring compliance with the school's Child Protection and Safeguarding Policy. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.*

*Job Descriptions are subject to annual review.*

*Redruth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Successful teaching experience, preferably at secondary level</li> <li>• Evidence of any professional development relevant to this role.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good classroom practice, showing a positive and resilient approach to students and staff</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• Knowledge of legislation and guidance on National Curriculum requirements at KS3 and KS4, and of writing lesson plans, developing resources and assessing students' work</li> <li>• A good understanding of how children learn</li> <li>• Understand the importance of high expectations and equality of access for all students, and of being a tutor</li> <li>• Ability to adapt teaching to meet students' needs</li> <li>• Ability to build effective working relationships with students</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good IT skills, previous use of SIMS would be useful</li> <li>• Ability to manage own work effectively</li> <li>• Excellent time management skills</li> <li>• Excellent organisational skills</li> <li>• Effective written and spoken communication skills.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High expectations for all students and belief in bringing out the best in all</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to equality</li> <li>• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> </ul>

**Last review date:** January 2025