

Teacher Job Description (MPS/UPR)

Job Purpose

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of The Community College Bishop's Castle and the Department.

Reporting to: Head of Subject

Responsible for: No responsibility to line manage other staff.

Liaising with: Head of Subject, teaching and support staff in the College, relevant staff with cross College responsibilities, relevant support staff, LEA staff, governors and parents.

MAIN DUTIES

Key Responsibilities

- Teaching classes as allocated by the Head of Subject following whole school and departmental policies.
- In consultation with the Head of Subject, to plan, design and produce teaching materials and resources which are appropriate to age and ability.
- In accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Assess, record and report on the development, progress and attainment of the students assigned to him or her, to include attendance at Parents/Carers Evenings.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook.
- Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters.
- Implement the school's policy with regard to registration, student absence, dress code and enforce rules relating to behaviour and health and safety.
- Participate in full staff and departmental meetings and to contribute to the school's decision making and consultation procedures.
- Establish individual active links with industry and business in order to extend both student learning and own professional development.
- Participate in the delivery of the College Enrichment programme.
- Contributing to the provision of extra-curricular clubs within the department and the College.

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for and with whom you come into contact.

Resources

- To have experience of IT and ability to operate relevant equipment/ICT packages.
- Support Learning Support Assistants with day to day issues.
- Ensure effective communication with all colleagues (teaching and support staff).
- To be fully qualified to teach through the secondary range for Key Stages 3 & 4.

- To demonstrate a capacity to design materials that are differentiated and will engage students in the learning process.
- To have the capacity to work as a member of a team with a view to taking responsibility in one area of the curriculum.
- To have the ability to work effectively with staff and students at all levels.
- To ensure students are engaged in their learning.
- To maintain a detailed knowledge of the relevant aspects of the National Curriculum.

Teaching

- To undertake an appropriate ratio of teaching to allow for fulfilment of role of classroom Teacher and any additional responsibilities.

Pastoral System

- To support the Head of Subject in ensuring that good behaviour management is implemented in the subject so that effective learning can take place;
- To act as a House Coach / Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.

Standards

- Support the aims and ethos of the College;
- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in open evenings;
- Uphold the College's behaviour code and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings.

Maintenance of Professional Standards:

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the College;
- Ensure the development and maintenance of a team culture that enables all members of the team you are part of to be effective in their respective roles.

Other Specific Duties:

- To play a full part in the life of the college community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example;
- To continue personal professional development as agreed;
- To engage actively in the performance review process;
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate;
- To undertake any other duty as specified by STRB not mentioned in the above.

The duties outlined in this job description are in addition to those covered by the latest College Teachers' Pay and Conditions Document.

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

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College 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 member of staff who develops a disabling condition.

This job description is current in March 2020, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the College in line with the College Improvement Plan.