

### **Main Tasks**

- To deliver outstanding teaching and learning and therefore help students achieve excellent academic results
- To design sequential, engaging and challenging lessons of the highest standard which inspire students
- To establish and maintain discipline across the whole school
- To positively support and implement the school's values and ethos
- To positively support a strong sense of community within the school
- To be aware of safeguarding matters
- To undertake the normal classroom responsibilities of a class teacher and form tutor as set out in School Teachers' Pay and Conditions and the Teacher Standards.

### **Position in Structure**

You report to a Subject Team Leader (STL) as a classroom teacher and to a Year Team Leader (YTL) as a form tutor

### **Teaching and learning**

- With direction from the STL and within school and departmental policies and schemes of work, plan and prepare effective lessons and homework
- Teach engaging lessons that motivate, inspire and improve student attainment and achievement
- Use regular assessment as set by school policies to set targets for students, monitor their progress and act according to the results
- Provide assessment feedback to students as required by departmental and school policies
- Produce oral and written reports as required by school policies
- Ensure that all students make at least good progress
- Maintain regular communications with students and parents/carers
- Direct and supervise support staff assigned to lessons
- Implement and adhere to the school's Behaviour for Learning Policy
- Implement and adhere to the school's and departmental Health and Safety policy and requirements

### **Pastoral Support**

- Work in liaison with the YTL
- Be the main point of parental/staff contact for students in the tutor group
- Be active in student welfare and support issues
- Provide oral and written assessments as required by school policy
- Provide engaging and effective activities in tutor times

### **Other**

- Take part in the school's appraisal system
- Undertake relevant training and professional development
- Be responsible for own and team health and safety
- Undertake other responsibilities as directed by the STL or Headteacher

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and should be seen as enabling rather than restrictive. It reflects the position at the current time only and it will be reviewed annually. It may be subject to modification or amendment after consultation with the post holder.