Roles and Responsibilities

Post Title Teacher M1-M6 and UPS 1-3

Purpose of the Post Within the framework of the School Teachers Pay and Conditions Document and responsible to the Headteacher and other appropriate school leaders, to promote the general progress and wellbeing of individual pupils and of any class or group of students assigned to the teacher. To contribute to the formulation, development, implementation, review and evaluation of the school improvement plan and the appropriate departmental improvement plans.

Reporting to: The Head of Department

Responsible for: The provision of a full learning experience and support for students.

Area of Responsibility	Principle Accountabilities
1. Operational and Strategic Planning	• To contribute to the development of the departmental improvement plan and its implementation • To assist in the development of appropriate syllabi, resources, schemes of work and learning and teaching strategies for the curriculum area • To plan and prepare courses and lessons
2. Teaching and Learning	In the context of the school curriculum and school policies, and with a view to promoting the development of the abilities and aptitudes and wellbeing of all students in any class or group assigned: • Having an understanding of the educational needs of all students taught, and teaching students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere • Assessing, recording and reporting on the development, progress and attainment of pupils • Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils • Ensuring that ICT, Literacy and Numeracy are reflected in the learning experiences of students • Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions • Making relevant records and reports • Making records of and reports on the personal and social needs of students • Maintain good order and discipline among students to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere • To communicate as appropriate with the parents of students and with persons or bodies outside the school after consultation with the appropriate staff

Area of Responsibility	Principle Accountabilities
3. Management of resources and human resources	• To assist in the development and production of schemes of work and teaching resources within the curriculum area • To contribute to the process of ordering and allocation and maintenance of physical resources • Contributing to the selection for appointment and professional development of other teachers and support staff; including the induction and assessment of new teachers and teachers serving induction periods • Coordinating or managing the work of other staff
4. Appraisal, Professional development and Quality Assurance	• To participate in arrangements made in accordance with regulations for the appraisal of performance and that of other teachers in the context of the school Appraisal Policy • To participate in arrangements for further training and professional development as a teacher including undertaking training which aims to meet needs identified in appraisal objectives or statements • In the case of a teacher serving an induction period pursuant to the induction regulations, participating in arrangements for supervision and training • To assist in implementing, and to adhere to school quality procedures
5. Other Professional Duties	• Participating in meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements • Supervising and so far as practicable teaching any students whose teacher is not available to them following the school policy for staff absence • Participating in arrangements for preparing students for public examinations, in assessing students for the purpose of such examinations and recording and reporting such assessments, and participating in arrangements for students' presentation for and supervision during such examinations • Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school • Attending assemblies, registering the attendance of pupils and supervising pupils, whether the duties are to be performed before, during or after school sessions • To undertake any other duties outlined in the STPC document not mentioned above

UPS Teachers

UPS teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider whole school team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning. Their contribution to the school should be substantial and sustained.

UPS teachers maintain successful performance reviews as prescribed by the appraisal regulations including:

- Performance objectives
- Classroom observation
- Other evidence including documentation relating to the planning of courses/units/schemes of work, student target setting and the implementation of the full range of school policies

UPS teachers continue to meet threshold standards and show evidence for growing professionally by developing their teaching expertise post threshold.

In addition, the school has adopted a set of descriptors of professional expertise, responsibility and accountability which applies to all UPS teachers at the school as set out in the school's Appraisal and Pay Policies.

To perform such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including carrying out additional tasks as required.

General Information:

- The roles and responsibilities of post holders will be reviewed periodically and form part of the agreed framework of appraisal. The tasks and targets which arise from the role will be monitored and amended in the light of the changing needs of the school in order to provide further opportunities for the professional development of colleagues.

- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for health and safety and welfare of him/herself and other employees in accordance with legislation.

- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

- Beverley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment