

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Teacher (Main Scale)</b>
<b>College:</b>	<b>Sedgefield Community College</b>
<b>Reporting to:</b>	<b>Headteacher</b>
<b>Salary/Pay range:</b>	<b>MPS</b>
<b>Hours of work:</b>	<b>Full time (Maternity Cover)</b>

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### **Purpose of Job**

To positively contribute to raising standards of attainment and achievement for all pupils at Sedgefield Community College in all aspects of College life through providing high quality teaching and high-quality support and guidance to all pupils in their care, through fully utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour.

### **Main Duties and Responsibilities**

#### **Teaching and Learning**

- To raise standards of attainment and achievement through working to the direction of the Headteacher, having regard for the curriculum, assessment recording and reporting of the college.
- To plan, prepare and deliver courses and lessons appropriate to the individual needs and abilities of all pupils.
- To teach according to their educational needs, all assigned pupils including the setting and marking of work to be carried out by pupils within the college and elsewhere.
- To demonstrate that ongoing planning reflects effective monitoring of the progress of each individual child.
- To assess, record and report on the development, progress and attainment of pupils in accordance with college policy.
- To keep appropriate records in accordance with College policy.
- To provide data and information regarding all aspects of the progress of all pupils you are assigned to teach in order to contribute to pupils' regular coaching/mentoring sessions.
- To provide guidance and advice to pupils on educational and social matters and on their further education and future careers and make relevant records and reports.
- To contribute to whole college planning activities.
- To assist with the monitoring and evaluation of teaching and learning including subject delivery, work scrutiny, resource audits and data analysis.
- To encourage and maintain high standards of behaviour and discipline in order that effective learning can take place, and good relationships can be formed within the college community and to follow the college's procedures where pupils fail to cooperate with our expectations.
- To work effectively with support staff.
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards.

- To manage classroom resources effectively.
- To take part with colleagues in developing the quality of learning areas of the college.
- To participate in meetings organised through the college for the purpose of raising standards of attainment and achievement including meetings with parents/carers or appropriate bodies.

### **Pupil Welfare and Development**

- To provide high quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with college policy and the practice of the school where you are allocated.
- To provide high quality support, guidance and advice to students on their further education and future careers and make records and reports in accordance with college policy.
- To make records and reports on the personal and social needs of pupils in accordance with college policy.
- To communicate and consult with parents in accordance with College policy.
- To provide coach/ mentor support to pupils allocated to you in accordance with college policy.
- To encourage students to develop high quality learning behaviour in order that effective learning can take place and good relationships can be formed within the college community.
- To follow the college's procedures when pupils fail to cooperate with the expectations of the college.
- To contribute to ensuring the health and safety of all pupils through managing and supervising their safety at all times including coming in to the college and leaving the college, moving between lessons and break times.
- To participate in meetings organised through the college for the purpose of pupil welfare and development.
- To participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing pupil support.

### **Resources**

- To prepare high quality resources appropriate to raising standards.
- To maintain resources in good quality condition.
- To identify resources appropriate to the various learning needs of pupils and advise colleagues.

### **Professional Development**

- To participate in the college's appraisal and performance management.
- To take responsibility for your ongoing development in your role as a teacher at Sedgefield Community College

### **Other Duties**

- To carry out any other duties in accordance with the expectations of a first level teacher at the reasonable request of the Headteacher of Sedgefield Community College.

**Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

**Safeguarding**

- Be aware and familiar with college policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with college policies and Keeping Children Safe in Education 2023 where required.