



### **Job Description**

- Advising and co-operating with the Headteacher, Head of Faculty and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

### **Job Purpose**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher/form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment and achievement
- To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people

### **Responsibilities:**

- Planning well-structured lessons
- Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning
- Providing extra-curricular opportunities that are an essential part of subject provision such as drama and musical productions and PE fixtures
- Keeping subject knowledge up to date
- Contributing to the development of schemes of work and department resources
- Contributing to preparing for changes to pedagogy and curriculum expectations
- Contributing to the implementation of new courses within the subject area
- Attending department/faculty and year team meetings as part of directed time
- Contributing fully to the extra-curricular programme within the department

### **Teaching and learning:**

- Demonstrate excellent practice in teaching
- Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
- Liaise with colleagues to develop and deliver programmes of study in a collaborative way
- Work with LSAs, teaching assistants and the SENDCo
- Set targets for student attainment levels based on effective use of data that incorporate suitable challenge.
- Set work for students absent from school

### **Assessing and reporting**

- Mark and return work within agreed time span, providing feedback and targets
- Setting learning and achievement targets and monitoring progress towards those targets including keeping accurate records of progress.
- Annually reviewing the attainment outcomes of students taught and assessing and quantifying impact on students' learning of own teaching.
- Writing reports for students as part of the school review cycle
- Liaise with parents and attend consultation evenings
- Work within the Code of Practice relating to Special Educational Needs,
- Standards and quality assurance
- Support the aims and ethos of the school as identified in the SEF, School Development Plan and school handbook
- Ensure awareness of national developments relevant to subject and current best practice
- Undertaking performance management
- Promote and model good relationships with pupils, colleagues and parents
- Set a good example in terms of dress, punctuality and attendance
- Uphold the Trust's code of conduct
- Participate in staff training and take a lead in own professional development
- Develop links with governors, Trust and locality networks
- Actively seek the views of parents and learners as part of the self-evaluation process

### **Other requirements**

- Acting as a form tutor and supporting the personal, social and spiritual well-being of students in every aspect
- of your work
- Participating in school cross-curricular days such as citizenship or enterprise awareness days
- Participation and contribution to the organisation of school visits and trips that complement learning
- Supervision of students outside of lesson time in morning and afternoon sessions for example during lesson changeovers
- Providing students' work for classroom display
- Regular attendance at meetings and parents' evenings that are part of directed time
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment after consultation with the post holder