# HinchleyWood_FullLogo_CMYK.pngTEACHER: JOB DESCRIPTION

# Line of Responsibility: The teacher is directly responsible to the head of department on curriculum matters and the head of learning for pastoral issues.

# Salary: The postholder will be paid on the appropriate point of the Teacher’s Pay Scale.

At the heart of a successful school is the provision of high quality teaching and tutoring, the effective use of resources, improving standards of achievement for all students and the promotion of students’ personal development and well-being. A teacher/tutor plays a key part in this provision by a commitment to the school’s ethos, by working effectively in subject and tutor teams and by delivering high standards of teaching and learning and personal care.

**Job Purpose**  
To teach and tutor students across the full age and ability range in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon, as appropriate:

* Teacher Standards
* Induction Standards
* Threshold Standards

**All teachers are expected to:**

**Teaching**

* Consistently plan and deliver good lessons taking account of students’ prior learning and needs.
* Provide a stimulating classroom/learning environment.
* Work closely with Learning Support Assistants, the Learning Support Department and the Achievement Co-ordinator to meet the needs of different groups of learners in particular SEN students and those who have been identified as potential high attainers (PHA).
* Use a wide range of resources, including ICT, to good effect.
* Provide intervention for under-performing students.

**Assessment**

* Give timely, positive, helpful feedback to students.
* Understand and utilise the principles behind Assessment for Learning.
* Complete reports to a high standard and within the specified deadline.
* Regularly assess and mark students’ work in line with the school and departmental

guidelines.

**Tutoring**

* Actively monitor student’s progress and provide support where needed.
* Encourage students’ self-development and personal expression through PSHE and tutor time sessions.
* Complete relevant tasks to a high standard, including taking of the register and completion of absence returns.

**Professional development and wider contribution to the school community**

* Proactively engage in continuous professional development to reflect on and improve your teaching repertoire.
* Contribute to working groups, policy development and initiatives where appropriate.
* Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.
* Contribute to the life of the community, particularly by leading and contributing to extra-curricular activities.
* Attend parents’ evenings and other meetings/workshops as appropriate.

**General well being /safeguarding**

* Adhere to the school code of conduct.
* Promote the safety and well-being of students.
* Register, start lessons and tutor periods on time and purposefully engage students for the duration of the period.
* Commit to safeguarding and promoting the welfare of children and young people.

# General

* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* To uphold the school's policy in respect of safeguarding and child protection matters.
* The postholder may be required to perform any other reasonable tasks after consultation.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.
* All staff members participate in the school’s performance management scheme.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ postholder Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_