

Job Description

Faculty: Humanities

Line Manager: Learning Director of Humanities

Teaching

- Teaching, planning and recording of lessons through the key stages.
- Maintaining teaching and learning at a high standard for all classes and lessons.
- Assessing, monitoring, recording and reporting to parents on student progress.
- Consistent and high expectations of classroom behaviour and management.
- Having the capability to update own or Faculty subject knowledge.
- Applying ICT links in planning.
- Applying the use of Key Skills into planning.

Departmental

- Aiding with subject team planning.
- Reviewing, evaluating and incorporating ideas into schemes of work.
- Contributing to the Faculty Development Plan and the overall College Development Plan.
- Moderating coursework and levelled work.
- Maintaining high expectations of subject coursework.
- Attending subject team meetings.
- Collaboration with other colleagues in target setting, sharing good practice, and communication skills.
- Contributing to cross-curricular thematic teaching, and conveying this to students.

Pastoral

- Attending regular pastoral meetings.
- Liaising with year teams reference tutor matters, and/or subject matters.
- Registering students and being punctual for registration.
- Attending tutor/parent evenings.
- Contacting parents/or guardians with reference to attendance.

Health and Safety

- To be aware of and adhere to Kingsthorpe College procedures for health and safety in and out of College, e.g. Field trips.
- Ensure the immediate teaching area is attractive, safe and is conducive to student learning.
- Reporting all faults to the Learning Director or Deputy Director of the Faculty.
- Liaising with the ICT suite manager to book rooms and maintain the hardware.

Professional Development and Conduct

- Arriving punctually to all lessons.
- Displaying appropriate conduct and behaviour towards students and other members of staff, including a commitment to equal opportunities.
- Displaying a committed and positive approach to the profession.
- Identifying specific areas for professional development (subject knowledge and understanding, career progression).
- Taking part in appraisals and teaching evaluations.

General

- Other duties in support of the College as decided by the Headteacher within the scope of this post.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post

It is the practice of this College to examine job descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to your job description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.

Kingsthorpe College, Boughton Green Road, Northampton, NN2 7HR Telephone: 01604 716106