

TEACHER Job Description
Core Purpose <ul style="list-style-type: none">▪ To teach designated groups to the highest standards in order to maximise the learning potential of the students▪ To provide the most effective and efficient learning opportunities for the students in the school
Core Responsibilities as a form tutor <ul style="list-style-type: none">▪ Establish and maintain clear expectations in relation to standards, quality and achievement for students▪ Have an excellent working knowledge of the students in their group▪ Contribute effectively to the ethos of the House
Specific Responsibilities as a subject teacher Planning for Progression <ul style="list-style-type: none">▪ Identify clear teaching and learning objectives, in line with syllabus and curriculum requirements, and specify how they will be taught and assessed▪ Plan lessons that meet the needs of all learners▪ Set tasks, including homework, which will challenge students and ensure a high level of interest▪ Set appropriate and demanding expectations for students' learning, motivation and presentation of work▪ Set clear targets based on prior attainment▪ Identify and respond to the needs of individuals and groups within the class▪ Make effective use of assessment information when planning lessons▪ Plan opportunities to contribute to students' literacy and numeracy, and their personal, spiritual, moral social and cultural development
Teaching and class management <ul style="list-style-type: none">▪ Establish and maintain a safe and purposeful working environment which supports learning and in which learners feel secure and confident▪ Set high expectations for learners' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships▪ Provide clear structures for lessons, maintaining pace, motivation and challenge▪ Use a variety of teaching methods to:<ul style="list-style-type: none">– structure information well, including outlining content and aims and summarizing key points as the lesson progresses– instruct, demonstrate and give accurate, well-paced explanations, using appropriate vocabulary– use effective questioning, listen carefully to students, give attention to and address errors and misconceptions▪ Select appropriate learning resources and develop study skills▪ Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject

- Critically evaluate teaching to improve effectiveness

Monitoring, assessment recording, reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching and learning
- Mark students' work and monitor targets for progress
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and present informative reports to parents

Specific Responsibilities as a Form Tutor

- To take responsibility for the behaviour of students in the group
- To deal with issues that may arise affecting the achievement of tutees
- Lead, monitor and encourage academic and year specific performance and progress
- Monitor attendance and absence and take necessary steps to ensure a high level of attendance
- Ensure all students are in correct uniform and properly equipped for lessons
- Check and sign the student planner on a weekly basis and take appropriate action
- Support the development of leadership skills in students according to their age, ability and need to develop as the opportunities arise
- Liaise with other colleagues as necessary to ensure all students receive appropriate help and support
- Conduct effective consultation sessions with parents and students
- Build effective home-school relationships
- Communicate with parents appropriately via telephone, letters, reports and consultations
- Contribute to reports required by external agencies
- Actively supervise students during Assemblies, as appropriate
- Contribute to the House and school aims and ethos in appropriate ways as indicated by the school policies
- Coach and mentor individual students in order to motivate and encourage achievement

Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through presentation and personal and professional conduct
- Endeavour to give every student the opportunity to meet and achieve their potential
- Contribute to the life of the school through effective participation in meetings and management systems necessary for effective running of the school
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors as necessary
- Carry out other duties as reasonably required by the Headteacher

Person specification criteria
Professional Experience, Skills and Commitment <ul style="list-style-type: none">1. Ability to establish a positive ethos with an emphasis on high achievement for all2. Ability to communicate effectively both orally and in writing3. Commitment to high standards, continuous improvement and quality assurance4. Passion for learning5. Openness to new ideas6. Excellent interpersonal skills7. Excellent classroom practitioner8. Ability to manage time effectively9. Ability to work collaboratively with colleagues10. Good sense of humor
Line Manager: Subject Leader and Head of Year
Performance Manager – as per schedule
Time Allocation: - 10%PPA