

## Job Description – Main Scale Teacher

<b>Post Title:</b>		Main Scale Teacher
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To be accountable for the learning and achievement of students in the designated department and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the designated department as appropriate.</li> <li>To monitor and support the overall progress and development of students as a teacher/form/personal/academic tutor.</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their full potential.</li> <li>To contribute to raising standards of student attainment.</li> <li>To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>		Head of Department, where appropriate via a post holder.
<b>Responsible for:</b>		The provision of an excellent learning experience and support for students.
<b>Liaising with:</b>		HoD/SLT, teaching/support staff, external agencies and parents.
<b>Salary grade</b>		As advertised.
<b>Disclosure level</b>		Enhanced.
<b>Operational and Strategic Planning</b>		<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, programmes of learning, marking/assessment policies and teaching strategies in the study area.</li> <li>To contribute to the study area and subject development plans and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to the whole Academy's planning activities.</li> </ul>
<b>Curriculum Provision</b>		<ul style="list-style-type: none"> <li>To assist the HoD, VP curriculum and AVP teaching and learning in ensuring that the study area's provision complements the Academy's vision and development plan.</li> </ul>
<b>Curriculum Development</b>		<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change thus ensuring its continued relevance to the needs of students, examining and awarding bodies and the Academy's aims and objectives.</li> </ul>
<b>Staff Development</b>		<ul style="list-style-type: none"> <li>To take part in the Academy's staff development programme.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To actively engage in the performance management review process.</li> <li>To ensure the effective/efficient deployment of classroom support.</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the Academy.</li> </ul>

<b>Monitoring and evaluation. Quality Assurance.</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of monitoring and evaluation of the study area in line with agreed Academy procedures.</li> <li>• To review, when appropriate, methods of teaching and programmes of learning.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant and up to date information for MIS, registers etc.</li> <li>• To use the system to enable the tracking of students.</li> <li>• To monitor student progress and use the information to inform teaching and learning and to make appropriate interventions.</li> </ul>

<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure good lines of communication with colleagues.</li> <li>• To communicate effectively with parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To take part in liaison events and activities including such as open evenings, parents evenings, review days etc.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with others to ensure a sharing and effective usage of resources to the benefit of the Academy and students.</li> </ul>
<b>Student Support</b>	<ul style="list-style-type: none"> <li>• To act as form/academic tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the form group as a whole.</li> <li>• To implement behaviour for learning and other student support strategies.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</li> <li>• To evaluate and monitor the progress of students and keep up to date student records as may be required.</li> <li>• To contribute to the setting of targets.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.</li> <li>• To contribute to PSHE, RSE and careers education according to Academy policy.</li> <li>• To apply the BfL system consistently so that effective learning can take place.</li> </ul>

<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To teach students according to their education needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, reading, writing, communication and mathematics are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students that meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of teaching and learning methods which will stimulate learning appropriate to the students needs and the demands of the syllabus.</li> <li>• To maintain discipline in accordance with Academy's procedures including BfL, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy community, to support its vision and ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>• To be fully committed to safeguarding the welfare of children and young people.</li> <li>• To continue personal development as agreed.</li> </ul>	
<ul style="list-style-type: none"> <li>• To actively engage in the performance management process.</li> <li>• To fulfil the general duties of a main scale teacher.</li> <li>• To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> </ul>	
<b>Additional Notes</b>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	
<p><b>Prior to appointment all candidates will be required to gain DBS clearance (enhanced DBS check with lists check).</b></p>	