JOB DESCRIPTION

|  |  |  |
| --- | --- | --- |
|  | **Job Title:** | **Teacher** |
|  | **Grade:** | **Unqualified, Main or Upper Pay Range** |
|  | **Reports to:** | **Head or Deputy Head of Faculty** |
|  | **Responsible for:** | The learning, achievement, behaviour, well-being and personal development of all students in the classes taught ensuring equality of opportunity for all.  And being accountable for achieving the highest possible standards in work and conduct. |

**Purpose of the job**

* To act as a positive role model.
* To create and deliver engaging lessons to diverse groups of students at all levels.
* To promote and inspire enthusiasm for learning and for subjects.
* To monitor student progress and intervene where necessary.
* To promote high standards of student behaviour.

**Main Responsibilities**

* To prepare and deliver high quality, engaging and challenging lessons to a range of classes of different abilities and ages, differentiating work as required, considering prior knowledge and incorporating literacy and numeracy.
* To incorporate the strategies in place for students, for example from Student Passports, into planning so individual needs are met.
* To monitor student progress and put in place appropriate intervention strategies as required.
* To mark work, give appropriate feedback and maintain records of students’ progress and development.
* To be accountable for the students taught attainment, progress and outcomes.
* To maintain accurate and up-to-date electronic management information as required by the school such as safeguarding, progress data, test scores, student behaviours and achievements, notes of meetings with parents, interventions in place etc.
* To maintain up to date subject knowledge.
* To devise and write new curriculum materials for the team as required by the Head of Faculty.
* To select and use a range of different learning resources, ICT and equipment.
* To liaise with Learning Support Assistants (LSAs) or other professionals in the classroom to ensure that they know the teacher’s expectations for students they are supporting.
* To prepare students for qualifications and external examinations.
* To manage student behaviour in the classroom and on the school premises, and appropriate, consistent and effective measures in cases of misbehaviour.
* To undertake pastoral duties, such as being a Form Tutor, and supporting students on an individual basis through academic and personal difficulties.
* To communicate in a professional manner with parents/carers about their child’s progress.
* To support other colleagues.
* To promote positive self-esteem amongst students.
* To encourage positive attitudes and good behaviour amongst students.
* To develop social and emotional skills amongst students.

**Other Responsibilities**

* To promote the School’s vision, values and aims.
* To be aware of and comply with the codes of conduct, regulations, policies, procedures.
* To work as part of a team.
* To be generally responsible for safeguarding and promoting the welfare of students.
* To be responsible for own and team health and safety including well-being.
* To meet the Teacher Standards at a level relevant to the post-holder’s career stage.
* To actively participate in the School’s appraisal system.
* To do Continued Professional Learning as agreed with the Line Manager.

This job description is current at the date indicated below but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

**Signed:**

**Date:**