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**Job Title:** Teacher

**Salary Grade:** Teacher pay scales

**Responsible to:** The Principal

**Line managed by:** Head of Department

# Core purpose of post

* To provide a high-quality educational experience for all students by demonstrating the standards of knowledge, understanding and skills required by the Teacher Standards.
* To carry out the duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document.

**Key Responsibilities**

**Knowledge and Understanding**

* Have a secure up to date knowledge and understanding of subject specialism and understand progression in it.
* Have up to date knowledge of teaching techniques and learning styles.
* Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development.
* Select and make effective use of ICT and other technologies.
* Be familiar with, implement and adhere to the school’s policies and procedures.
* Select and make good use of appropriate strategies for literacy and numeracy development.

**Planning, Teaching and Classroom Management**

* Be self-evaluative, using professional learning opportunities to ensure best practice in the classroom
* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter, curriculum requirements and students’ needs and plan accordingly
* Plan home learning activities according to agreed policies.
* Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and pace and challenge are maintained.
* Ensure the health and safety of all students.
* Facilitate the development of a range of key skills.
* Establish and maintain high expectations of behaviour and attainment.
* Be familiar with the SEN Code of Practice and use the information available to plan effectively for students with special educational needs.
* Evaluate own teaching to improve effectiveness.

**Monitoring, Assessment, Recording, Reporting, Accountability**

* Make effective use of assessment information on students’ attainment to guide their next steps and to inform planning and lesson delivery.
* Assess and monitor classwork and home learning in line with agreed policies ensuring marking is informative and helps students to progress.
* Monitor the progress of all students in each class against their target levels/grades and intervene when needed to accelerate progress
* Evaluate the progress of all students and complete reports for Heads of Department, students, parents and head teacher as required.
* Uphold and implement school policies and ethos so students have positive attitudes to school, consideration for others and good behaviour.
* Adhere to the school’s safeguarding policies and ensure students at risk are referred to the Child Protection team in school.
* Provide positive communication with parents concerning students’ progress, including holding interviews on parent days/evenings, and writing of annual reports.

**Other Professional Requirements**

* Establish and maintain effective working relationships with professional colleagues and parents.
* Support the work of the staff and to promote the ethos of the school at all times
* Fulfil the role of a form tutor, including following the school mentoring and support procedures for students in the tutor group
* Promote and safeguard the welfare of all children, enabling every child to succeed
* Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
* Promote excellence in our provision for students through the discharge of the particular duties and other reasonable tasks as directed by the head teacher
* Remain aware and work within all relevant school working practices, policies and procedures including those related to health and safety
* Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the designated/deputy designated safeguarding lead or your line manager as appropriate.

**Additional requirements for more experienced teachers**

* Mentor and coach other teachers, including trainee teachers in aspect of professional learning.
* Lead and develop wider school initiatives to improve students’ learning and engagement

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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Line Manager

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_