

**Job Description**

**Purpose:**

* To teach to a high standard in line with national teaching standards.
* Provide a good role model for pupils and staff.
* Motivate pupils and staff by personal influence and concern for individual needs and development.
* To raise standards of student attainment and achievement within those groups for which the teacher has been assigned.
* To set high standards and expectations for students, to create an effective climate for learning and teaching.
* Links with KS2 to develop opportunities, support progression and recruitment.
* Safeguard the Health and Safety of self and others in accordance with the Trust’s Health and Safety Policy.

**Reporting to:**

* The Head Teacher
* The Curriculum Lead

**Responsible for:**

* All pupils on courses for which the Teacher has responsibility.

**To co-operate with:**

* The Governing Body, making such reports as required.
* All colleagues, both teaching and support staff.
* LA, advisers.
* Unions and other organisations representing teachers and other persons on the staff.

**Disclosure:**

* Clear Enhanced DBS check

**Salary:**

* MPR/UPR

**Main Duties**

**Teaching:**

* To plan and prepare courses and lessons.
* Teaching, according to their educational needs, the students assigned to the postholder, including the setting and marking of work to be carried out by the student in the school and elsewhere.
* To assess, record and report on the attendance, progress development and attainment of students, and to keep such records as required.
* To provide, or contribute to oral and written assessments, reports and references, relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy, and subject specialisms are reflected in the learning and teaching experience of students.
* To undertake a designated programme of teaching.
* To ensure a high-quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the Trust’s policies and procedures, and encourage good practice with regard to punctuality, behaviour for learning, standards of work.
* To set homework in accordance with published timetables and expectations, and to monitor entries in planners and completion.
* To undertake assessment of students as requested by external examination bodies, faculty and procedures.
* To mark, grade and provide written/verbal and diagnostic feedback as required.

**Students:**

* To promote the general progress and well-being of individual students and of any class or group of students assigned.
* To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.

**Staff performance management and continuing professional development:**

* Participating in the arrangements made for the appraisal of own performance and that of other staff.
* Participating in the identification of areas for own professional development.

**Develop personally and professionally though:**

* Reflection on own practice and private study.
* Participation in the Trust’s teacher appraisal programme.
* Participation in appropriate in-service education programmes.

**Communication:**

* To communicate and consult with the parents of students.
* To communicate and co-operate with persons or bodies outside the school to the benefit of students.
* To participate in meetings arranged for any of the purposes outlined in accordance with the calendar.
* To attend School briefings in support of effectiveness/efficiency and community development.
* To use briefings, weekly bulletin, and notice boards to share information.
* To ensure effective communication with designated staff regarding trips, visits and absence.