



*Dream, Believe, Persevere, Achieve*

# Cape Cornwall School

## Job Description

# Teacher

<b>Post Title:</b>	<b>TEACHER</b>
<b>Salary/Grade:</b>	Teachers' Pay Scale.
<b>Working Time:</b>	As specified in the School Teachers' Pay and Conditions Document.
<b>Reporting to:</b>	Head of Faculty/Director of Learning/Head of School.
<b>Responsible for:</b>	The provision of an inspiring learning experience which embeds a culture of excellence and motivates students to love learning. In addition, to provide care and support for students' personal development and welfare.
<b>Liaising with:</b>	Executive Headteacher, Head of School, Leadership Team, teachers and support staff, Governors, external agencies and parents.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• Under the direction of the Head of School, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</li> <li>• To implement and deliver an appropriately broad, balanced, relevant, inspiring and differentiated curriculum for students and to support designated curriculum areas as appropriate.</li> <li>• To monitor and support the academic progress, personal development and welfare of students as a teacher, mentor and tutor.</li> <li>• To provide a learning experience which ensures each student can achieve their individual potential.</li> <li>• To contribute to school improvement and in particular, improvement of teaching, learning and assessment and student progress.</li> <li>• To share and proactively support the school's aim to provide a broad and balanced range of opportunities for personal and academic growth.</li> </ul>
<b>Disclosure level</b>	Enhanced.

<b>MAIN (CORE) DUTIES:</b>	
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To accurately 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 the development of students' skills in ICT, Literacy, and Numeracy and the Spiritual, Moral, Social and Cultural development of students are integrated 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 which meets internal and external quality standards to be judged as being at least 'Good' overall.</li> <li>• To review, evaluate and prepare subject materials and resources.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the courses and schemes of learning.</li> <li>• To establish excellent professional relationships with students which maintain discipline in accordance with the school's procedures and to ensure students are motivated to meet the school's high expectations 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 school procedures. To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Operational/ Strategic Planning:</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, Schemes of Work, marking policies and teaching strategies in the relevant subjects and across the school.</li> <li>• To contribute to the school and faculty's development plan and its implementation.</li> <li>• To plan and prepare courses and lessons which promote excellent progress in learning and personal development of students.</li> <li>• To contribute to the school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	To assist the Head of Faculty/Director of Learning, the Assistant Headteacher, to ensure that the curriculum area provides a broad range of teaching, learning and assessment opportunities which complement the school's strategic objectives and ethos.
<b>Curriculum Development:</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's objectives and ethos. To ensure the curriculum is updated in line with national best practice and policy.
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>• To take a pro-part in the school's professional development programme by participating in further training and professional development.</li> <li>• To proactively continue personal development across all aspects of the role including subject knowledge and teaching methods.</li> <li>• To engage fully and actively in the performance management process.</li> <li>• To work as full member of the staff team and to contribute positively to effective working relations within the school.</li> </ul>

<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To support and implement school quality procedures and to apply all school policies consistently and effectively in daily practice.</li> <li>• To contribute to the process of monitoring and evaluation of school effectiveness in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> <li>• To be proactive in reflecting on own practice and seek to improve and develop professional practice in response to feedback.</li> </ul>
<p><b>Management Information:</b></p>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information effectively to inform teaching, assessment and learning.</li> <li>• To maintain confidentiality of information obtained during the course of duties and to be fully compliant with the school's policies and procedures for data protection.</li> </ul>
<p><b>Communications &amp; Liaison:</b></p>	<ul style="list-style-type: none"> <li>• To communicate effectively, professionally and sensitively with the parents/carers of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> <li>• To take part in liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<p><b>Management of Resources:</b></p>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Faculty/Director of Learning to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</li> <li>• To ensure that the workplace environment supports the schools ethos of excellence and provides an inspiring environment for learning.</li> </ul>

<p><b>Pastoral System:</b></p>	<ul style="list-style-type: none"> <li>• To be a tutor and mentor to an assigned group of students.</li> <li>• To promote the academic progress and welfare of individual students and of the tutor group as a whole.</li> <li>• To liaise with appropriate managers to ensure the implementation of the school's systems for caring for students.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school 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 preparation of action plans and other reports.</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 the appropriate staff.</li> <li>• To provide high quality tutoring including effective delivery of the tutor programme. To contribute to PSHE/Citizenship and other learning according to school policy.</li> <li>• To apply the Behaviour Management systems so that effective learning can take place.</li> </ul>
<p><b>Other Specific Duties:</b></p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's policies, including those for safeguarding children.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB or under the reasonable direction of the Head of School.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, the responsibilities above are not intended to be a comprehensive list of every duty required of an effective teacher.</p>	
<p style="text-align: right;">Prepared by JW April 2017</p>	