

Job Description



Post Title	Teacher
Reporting to	Director of Learning and Standards (DLS)
Job Purpose	
<ul style="list-style-type: none"> To safeguard and promote the welfare of young people. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher/ Tutor. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. To contribute to the delivery of the key outcomes of Every Child Matters. 	
Main Duties	
<p>Teaching:</p> <ul style="list-style-type: none"> 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. To ensure the additional educational needs of all students are catered for. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are 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 school subject specialism(s) are reflected in the teaching/learning experience of students. To undertake a designated programme of teaching. To ensure a high quality learning experience for students that 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 school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. 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. . <p>Student Support System (Pastoral):</p> <ul style="list-style-type: none"> To be a Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Tutor Group as a whole. To liaise with the Student Support Team to ensure the implementation of Student Support systems. To register students, remain with students in assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. To contribute to and deliver the school's tutorial programme. 	

Job Description



Marketing and Liaison:

- To take part in marketing and liaison activities such as Progress Review days, open days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Lead to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 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.

Other Specific Duties:

- To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

Notes

- All staff are responsible for promoting and safeguarding the safety and welfare of children and young adults.
- The Trust reserves the right to alter the content of this job description, after consultation, to reflect the changes to the job or services provided, without altering the general character or level of responsibility.