

# Lincoln Christ's Hospital School

Educating in Lincoln since 1090



## Teacher Job Description

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 Academy Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The post holder will report to the Head of Department in the first instance.

The postholder is expected to meet the Teachers' Standards as set out by the Department for Education, demonstrating high standards of ethics and behaviour, and maintaining public trust in the teaching profession.

**Job Title:** Teacher

**Remuneration:** Main/Upper Pay Scale

**Reporting to:** Head of Department (Line Manager); Assistant Headteacher/Deputy Headteacher; Headteacher

### **Core Role/Activity:**

1. To be a teacher at Lincoln Christ's Hospital School;
2. To work to the best of ability at all times;
3. To work towards the school's vision;
4. To be employed as a teacher as stated in the Teachers' Pay and Conditions Document.

### **Core Responsibilities:**

5. To strive to raise achievement for every individual;
6. To provide the best possible teaching and learning experience for the individual needs and abilities of the target audience within the limits of the resources available;
7. To be punctual for lessons;
8. To implement all school policies;
9. To be responsible to the Head of Department;
10. To maintain a lively and pleasant learning environment;
11. To mark students' work, regularly, in line with the LCHS feedback policy;
12. To assess the individual student's level of achievement regularly;
13. To ensure that the needs of students' on the school SEN register are known and that appropriate strategies are planned to ensure that these needs are met;
14. To set meaningful homework, according to the homework timetable, that develops or enhances learning;
15. To manage the pace of students' learning to enable students to complete the requirements of the course, syllabus and national curriculum within the time allowed;
16. To manage the behaviour of students in the classroom in accordance with the LCHS Conduct for Learning Policy;
17. To set high expectations for appearance, manners, behaviour and achievement in all lessons;
18. To implement the school's rewards and sanction policies fairly and consistently;
19. To be responsible for the resources used in the classroom and to ensure those resources are well looked after;
20. To deliver lessons that are appropriately differentiated to meet the needs of all learners, including those with SEND, disadvantaged students, and high-attaining students;
21. To use assessment data to inform planning and track student progress;
22. To ensure the curriculum promotes equality, diversity and inclusion.

**Safeguarding Responsibilities:**

23. To promote and safeguard the welfare of children and young people for whom you are responsible and come into contact with;
24. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person;
25. To understand and implement the school's safeguarding policy and procedures, including Keeping Children Safe in Education (KCSIE);
26. To ensure safeguarding is embedded within the department's curriculum and practice.

**Accountabilities: For**

27. Student achievement in each class taught;
28. Implementation of school policies;
29. Implementation of agreed developments.

**Accountabilities: To**

30. Head of Department (Line Manager); Assistant Headteacher/Deputy Headteacher; Headteacher.

**Accountabilities: Actions**

31. To keep an attendance register for every lesson;
32. To plan lessons in order to achieve the learning objectives for the target audience as detailed in the National Curriculum, Examination Syllabus and the scheme of work;
33. Write reports on students' progress according to the timetable and deadlines published in the planner;
34. To keep records of attendance, marking, assessments and targets for all pupils;
35. To report good work, good behaviour and rewards to the Head of Department and relevant Year Team;
36. To report unsatisfactory work and behaviour to the Head of Department and relevant Year Team to complete any appropriate round-robin, interim assessment, SEN assessment or report as required;
37. To set students' targets for achievement that are stretching but achievable.

**Management Responsibilities (General):**

38. To work as a team member in all aspects of the work;
39. To develop self-esteem in the team members of all ages;
40. To enable effective learning;
41. To empower members of the working teams to take ownership of their learning;
42. To lead the development of independent learning in the classroom;
43. To communicate effectively.

**Development:**

44. To work as part of the department/subject team to develop the schemes of work;
45. To work as part of the department/subject team to develop appropriate and effective assessments;
46. To identify INSET and developmental needs as part of the performance management process.

**Professional Development:**

47. To engage actively with the school's performance management process, including setting and reviewing objectives;
48. To participate in relevant continuing professional learning (CPL) opportunities;
49. To keep up to date with developments in teaching practice, subject knowledge and educational policy;
50. To contribute to the professional development of colleagues through sharing good practice;
51. To undertake any training required to meet the needs of students, including training related to SEND, safeguarding, and behaviour management.

**Communication:**

- 52. To communicate effectively with parents/carers regarding student progress, behaviour and welfare;
- 53. To respond to parental communications in a timely and professional manner;
- 54. To maintain professional relationships with colleagues, students, parents/carers and external agencies;
- 55. To contribute positively to the school community and wider school life.

**Quality Assurance:**

- 56. To ensure that the work produced by students is of the highest possible quality for them as individuals;
- 57. To supply the Head of Department with copies of lesson plans, registers, records and examples of students' work as required;
- 58. To keep a portfolio of evidence of students' work as required by the National Curriculum or examination syllabus.

**Meeting Attendance:**

- 59. Year Team/Department meetings;
- 60. Full staff meetings/briefing;
- 61. Parents' Evenings for year groups where you are a main teacher, as part of directed time.

**Form Tutor Responsibilities:**

- 62. To act as form tutor to an assigned group of students
- 63. To monitor the academic progress, attendance, punctuality and welfare of tutees
- 64. To be the first point of contact for parents/carers of tutees
- 65. To deliver the school's tutor programme, including PSHE/RSE content where applicable
- 66. To maintain accurate records for tutees and complete administrative tasks as required
- 67. To support tutees in setting and reviewing academic and personal targets
- 68. To write reports and references for tutees as required
- 69. To attend Year Team meetings relevant to your tutor group

**Wider Responsibilities:**

- 70. To contribute to extra-curricular activities and enrichment opportunities for students;
- 71. To support whole-school events and activities as required;
- 72. To undertake break and lunch duties as part of the directed time allocation;
- 73. To contribute to the school's ethos and values through positive role modelling.

**Equality, Diversity and Inclusion:**

- 74. To promote equality of opportunity and challenge discrimination in all its forms;
- 75. To ensure teaching and resources reflect diversity and are culturally inclusive;
- 76. To have high expectations of all students regardless of background or ability;
- 77. To adapt teaching to meet the needs of students with protected characteristics.

**Data Protection and Confidentiality:**

- 78. To comply with the UK GDPR and Data Protection Act 2018 in handling student and staff information;
- 79. To maintain confidentiality in all matters relating to students, staff and the school;
- 80. To understand when information can and should be shared for safeguarding purposes.

**Health and Safety:**

- 81. To take reasonable care for the health and safety of yourself and others;
- 82. To comply with the school's health and safety policies and procedures;
- 83. To report any health and safety concerns to the appropriate person;
- 84. To undertake risk assessments for activities where required (e.g. trips, practical work).

**Online Safety:**

- 85. To promote online safety and digital literacy in teaching;
- 86. To model safe and responsible use of technology;
- 87. To report any online safety concerns in accordance with school procedures;
- 88. To comply with the school's acceptable use policy for technology.

This job description is not exhaustive and may be amended to reflect changing circumstances. The postholder may be required to undertake other duties as reasonably requested by the Headteacher, commensurate with the level of the post.