

**Job Description**

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| **Post Title:** | TEACHER |
| **Salary/Grade:** | Classroom Teachers’ Pay Scale |
| **Working Time:** | Full time as specified in the STPCD |
| **Reporting to:** | Head of Subject/Head of Faculty |
| **Responsible for:** | The provision of a full learning experience and support for students |
| **Liaising with:** | Headteacher, Senior Leadership Group, TLR post holders, Teachers and Support Staff, LEA Representatives, External Agencies and Parents/Carers |
| **Purpose:** | * 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/ Form 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.
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| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES** |
| **Teaching:** | * Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD)
* 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 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 all 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 and are appropriate to student needs and demands of the syllabus
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|  | * To maintain discipline in accordance with the school’s Behaviour for Learning policy & 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.
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| **Operational/ Strategic Planning** | * To assist in the development of appropriate specifications, resources, schemes of learning, marking policies and teaching strategies in the Curriculum Area
* To contribute to the Team Improvement Plan, School Improvement Plan and their implementation
* To plan and prepare courses and lessons
* To contribute to the whole school’s planning activities.
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| **Curriculum Provision:** | * To assist the Head of Faculty/Subject, to ensure that the curriculum area provides a range of teaching which compliments the school’s vision and Improvement Objectives
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| **Curriculum Development:** | * 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 vision and Improvement Objectives.
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| **Staffing** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development
* To continue personal development in the relevant areas including subject knowledge and teaching methods
* To engage actively in the appraisal process as detailed within the School’s Appraisal Policy
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school.
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| **Quality Assurance:** | * To help to implement school quality assurance procedures and to adhere to those.
* To contribute to the process of monitoring and evaluation of the Faculty area/Subject in line with agreed school procedures, including evaluation against quality standards and performance criteria
* To seek/implement modification and improvement where required
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, methods of teaching, organisation and pastoral functions of the school.
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| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
* To complete the relevant documentation to assist in the tracking of students
* To track student progress and use information to inform teaching and learning.
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| **Communications & Liaison:** | * To communicate effectively with the parents of students as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the school
* To follow agreed policies for communications in the school
* To take part in liaison activities such as Open Evenings, Parent Consultation Evenings and liaison events with partner schools
* To contribute to the development of effective subject links with external agencies and the Governing Body.
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| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials
* To assist the Head of Faculty/Subject 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.
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| **Pastoral System:** | * To be a Form Tutor to an assigned group of students
* To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
* To liaise with the Pastoral Team to ensure the implementation of the school’s Pastoral System
* To register students in line with school policy, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
* To complete all student reports in line with the school’s Behaviour for Learning policy and procedures
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required
* To contribute to the preparation of Support Plans and other reports
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
* 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
* To consistently apply the School’s Behaviour for Learning policy and procedures so that effective learning can take place.
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| **Other Specific Duties:** | * To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff and students to follow this example
* To promote actively the school’s policies
* To continue personal development as agreed
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
* To undertake any other duty as specified by STPCB not mentioned in the above.
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
| **Signatures**:The school 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 for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. I have read this job description and understand what is expected of me in this post. I have also read and understand the schools policy as described in the current staff policy handbook  Signed: …………………………………... Signed: ………………………………… (Post Holder) (Headteacher) Dated: …………………………………… Dated: …………………………………. (Post Holder) (Headteacher) |