



# Queen Elizabeth's Girls' School

## Job Title: Main Scale Teacher

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| 1. Responsible to:                   | The Headteacher and SLT<br>Curriculum Leader   |
| 2. Responsible for:                  | The pupils in your classes<br>The pupils in your tutor group<br>Members of the wider school community                |
| 3. Liaising with:                    | Pupils and parents<br>Other teaching/non-teaching staff  |
| 4. Important external relationships: | Staff in all phases of local schools and other relevant Educational establishments<br>Subject-specific organisations |

### Main Focus of the Role

- To be responsible for student progress and development within your classes
- To play an effective part in the pastoral support and care that the school offers for all of our students, building all relationships on mutual trust, confidence and respect
- To contribute effectively to the curriculum and year group teams, sharing ideas to enhance the practice of all and to raise attainment
- To contribute to developing the work of the curriculum and year group teams in line with their individual improvement plans, and the SDP

### Employment Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document. It is expected that all teachers within the school will carry out the core roles and responsibilities detailed in the 'Professional Standards for Teachers in England from September 2012 document. Post threshold teachers should also meet the post threshold standards and responsibilities listed in the same document.

### Main Responsibilities of the Job within your Classes

- Have high expectations for all students based on relevant data
- Teach, using a variety of delivery methods, to stimulate learning and meet the demands of the curriculum and the needs of the students
- Prepare and update subject materials, including schemes of work
- Analyse and interpret data on pupils' attainment in your classes and use this to inform lesson planning and differentiation. This includes meeting the needs of those who are Gifted and Talented or those identified as having SEN.
- Assess, record and report on the attainment, attendance and progress of students, keeping such records as are required by the school and department
- Mark students' work regularly and give appropriate feedback for further development, in accordance with school and departmental marking and assessment policies
- Celebrate and reward pupil achievement within your classes and the department, making full use of school and department policies
- Identify pupils' underachievement within your classes and implement strategies to remedy this
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work
- Provide or contribute to oral and written assessments, reports, references relating to individuals or groups of pupils
- To keep up to date with developments in subject material and pedagogy

**Within the Subject Area(s)**

- To assist the subject leader in the development of appropriate syllabi, resources, schemes of work and teaching strategies
- To contribute to the strategic review and development of the subject area (e.g. by contributing to departmental self-review, DDP, department review process)
- Help to ensure that the good condition of, the access to and the secure storage of all departmental resources is maintained

**Within the Pastoral Team**

- To be a tutor/co-tutor to an assigned group of pupils (or year group)
- To be responsible for the day to day welfare of each student in the tutor group, carrying out the duties as in the Staff and Tutor Handbooks
- To monitor the health and welfare of students and to report problems to the Head of Year, or designated member(s) of staff responsible for Child Protection, as appropriate;
- To be proactive in forming good working relationships with the parents and carers of students in the tutor group
- To write reports and offer advice, as necessary, on aspects of a student's behaviour and/or work;
- To monitor students' progress in line with the school monitoring system. As part of this, to meet with students and their parents / carers on the school's Progress and/or Parents' Evenings to discuss and offer guidance on each student's progress
- To keep an accurate record of attendance by following the whole school procedures, and follow up on attendance issues that emerge with individual students
- To work closely with the Head of Year as necessary in the preparation of a suitable pastoral programme and to deliver this programme to students
- To attend Year Team meetings, and other meetings which concern the welfare of a child in the tutor group
- To monitor proactively the personal appearance, uniform and behaviour of students in the tutor group, in line with the school's policies
- To make weekly checks on student planners and to take appropriate action where necessary.
- To keep children informed about activities in the school by circulating information as requested
- To accompany form groups to assembly and supervise them whilst there
- To be responsible for the tutor base at tutor time and to help instil in students an attitude of responsibility for the tutor base.

**Other**

- Engage positively with the school's Performance Management system
- Attend briefings and meetings according to the school calendar
- To contribute actively to whole school INSET training sessions and meetings
- To undertake duties as set out in the Staff Duty rota
- Ensure that your teaching areas are kept tidy and that the environment stimulates learning
- Observe school's Fire, Health and Safety policies and report any issues to the Premises Manager
- To promote the school ethos and to promote and support whole school activities
- Undertake other duties as may reasonably be requested