



Job Description

Position Title	Teacher		
Location	South Molton Community College		
Reporting to	Head of Department/Subject		
Responsible for Staff	None.		
Salary	MPS/UPS	TLR	None.
Date of Job Description	April 2018		

Main Responsibilities of Role

- To implement and deliver an appropriately broad, balanced, relevant, differentiated curriculum for students, and support a designated curriculum area as appropriate.
- To teach highly effective lessons, support students and monitor students' progress, in order to continue to drive up levels of student achievement within the College.
- To provide, facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.
- To share and support the College's responsibility to provide opportunities for students' personal and social development.
- To develop own practice and work to the 'Teachers' Standards' DfE, alongside an on-going drive to reinforce the vision and values of the College.

Specific Functions

Teaching and Learning

1. To provide a high quality learning experience for students which meets internal and external quality standards.
2. To assist in the development of strategies for Teaching and Learning in the department aimed at meeting the diverse nature of preferred learning styles among our students.
3. To ensure lessons are adequately resourced within College financial constraints and to report/discuss resource requirements with the Curriculum Team Leader.
4. To plan differentiated lessons, which provide for the needs of High Achieving and Talented students and students with Special Educational Needs.
5. To plan for effective deployment of teacher Assistant support in lessons.
6. To refer special needs issues in classes to the College Special Educational Needs co-ordinator.

7. To set homework regularly.
8. To keep a register of student attendance in lessons and report on attendance issues in line with College policy.
9. To manage behaviour of students in lessons in line with published College policy and to encourage good practice among our students with regard to punctuality, behaviour and standards of work.

Assessment

1. To assess students' classwork and homework regularly in line with department and College policy and maintain records of those assessments.
2. To provide data in line with the published College calendar.
3. To undertake assessments for external purposes, such as the provision of KS3 Teacher Assessments in line with curriculum area and College policy and in line with external and examination board requirements.
4. To produce reports on students taught.

Curriculum

1. To assist in the selection and development of appropriate course syllabuses and programmes of study.
2. To assist in the ongoing curriculum area process of curriculum development.
3. To ensure that schemes of work and lesson plans include opportunities for students to experience learning activities which enable them to develop Personal, Learning and Thinking Skills, Functional Skills and the access cross-curricular dimensions including Citizenship, Enterprise Education, Work-Related Learning, Environmental Education and the Global Dimension.

Staff Development

1. To participate in the College's internal Professional Capital programme.
2. To maintain a good working knowledge of developments within specific subject areas taught.
3. To work effectively within a team context and contribute to effective working relationships within the College.

Quality Assurance

1. To engage actively in the College Performance Management Process.
2. To contribute to the monitoring, review and evaluation of the department.

Communications

1. To communicate effectively with parents at Parents' Evenings and Academic

Tutoring days in accordance with the College calendar.

2. To communicate effectively with external support and organisations as required, for example: subject advisors, educational support services and business representatives.
3. To follow College procedures and guidelines for internal communications.

Pastoral System

1. To be a pastoral tutor to an assigned group of students.
2. To promote the general progress and well-being of individual students and the tutor group as a whole.
3. To liaise with the appropriate Head of House to ensure the implementation of the College's pastoral curriculum.
4. To register students, accompany them to assemblies and encourage their participation in the College Enrichment curriculum.

Other Duties

1. To ensure the safeguarding of students as a priority, at all times following the College's Safeguarding policy and practice.
2. To manage classrooms and other teaching areas in line with the College policy on Health & Safety.
3. There is an expectation on all College staff to carry out any additional reasonable tasks as required by the College Principal.

General:

Supporting the school by being aware of and complying with policies and procedures relating to child protection, Health & Safety, confidentiality and data protection, and reporting all concerns to an appropriate person. Also, by being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop. The post holder should contribute to the overall ethos/work/aims of the school and promoting the school at all times.

SMCC is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the health, safety and wellbeing of children, as well as colleagues. All positions are subject to an acceptable Enhanced DBS Disclosure Certificate.

It is an expectation that the post holder will engage with and participate in any training, Continued Professional Development (CPD) as required in order to maintain the skills and confidence to meet the requirements of the role. Some of this training/CPD will require travel to other locations. It will be necessary to provide training and supporting to colleagues as and when required.

In this varied and demanding post, the incumbent would be expected to manage multiple and changing priorities, often at short notice.

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities. Consequently, the list of duties/tasks is not exhaustive. The incumbent will be required to undertake any other appropriate tasks as directed by their line manager, Head of Faculty and/or members of the Senior Leadership Team, consistent with and in the broad spirit of this job description.

Position details reviewed and approved:-

Signed:	Principal
Signed:	Business Manager/HR Lead
Signed:	Line Manager

I have received a copy of the above job description:

Name:

Signed: Date:

Job Holder

Copies (once signed by all):-

- 1 copy to Member of Staff
- 1 copy to Personnel File