

## **JOB DESCRIPTION TEACHER**

**Name:**

**Job Title:** Teacher

**Responsible to:** Line Manager

**Responsible for:** -

**Scale:** Main Scale

**Job Purpose:**

1. To plan and prepare courses and lessons for students in those classes assigned to the teacher; to teach them; set and mark work; and to assess, record and report on their progress and attainment.
2. To contribute to raising standards of student achievement.

**Produced:** January 2014

(The responsibilities outlined below are intended to be a summary of, and do not change, the School Teachers' Pay and Conditions as written in the STPCB.)

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. For the students in any class or group assigned to the teacher:
  - a) to plan and prepare courses and lessons
  - b) to monitor student progress and use information to inform teaching and learning
  - c) to teach the students according to their educational needs, including the setting and marking of work and to give written/verbal feedback incorporating use of school praise and reward system
  - d) to assess, record and report on the development, progress and attainment of the students, including information relating to examination entries
  - e) to communicate and consult with students' parents/carers and to communicate and cooperate with relevant persons or bodies outside the school as necessary
  - f) to direct and supervise persons providing support
  - g) to participate in meetings arranged for any of the above purposes
2. For the students in a tutor group assigned to the teacher:
  - a) to monitor academic progress, help students set appropriate targets, and use the school's praise and reward system
  - b) to promote their general progress and well-being

- c) to register their attendance and assist with supervision of assembly and other year group activities
- d) to provide guidance and advice on their further education and future careers, including information about sources of more expert advice
- e) to complete relevant records and reports
- f) to communicate and consult with their parents/carers and to communicate and cooperate with relevant persons or bodies outside the school
- g) to participate in meetings arranged for any of these purposes

3. To participate in Performance Management arrangements.
4. To participate in arrangements for further training and development.
5. To assist with the development of effective subject links with partner schools and the community, as appropriate.
6. To advise and cooperate with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.
7. To maintain good order and discipline among the students, safeguarding their health and safety, both when the students are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
8. To participate in relevant meetings at the school.
9. To supervise and, so far as is practicable, teach any students whose teacher is not available to teach them.
10. To contribute to School and Team Development Plans.
11. To help ensure the effective management of resources.
12. To undertake, as required, any other duty as specified in the STPCB not mentioned above.
13. To ensure that Health and Safety policies and practices are in place and are observed and, where appropriate, that risk assessments are carried out.
14. To advise the Headteacher and Governing Body on professional matters as required.

**EMPLOYEE:**

**LINE MANAGER**

**Signature:** .....

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**Date:** .....

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