

## **TEACHER: JOB DESCRIPTION**

### **Salary**

The post holder will be paid on the appropriate point of the main scale.

### **Line of responsibility**

The teacher is directly responsible to the head of department on curriculum matters and the head of year for pastoral issues.

### **Job content**

#### **Strategic purpose**

The basic duties of a teacher are outlined in the latest school teachers' pay and conditions document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.

#### **Core responsibilities**

- Teaching:
  - Plan work in accordance with departmental schemes of work and national curriculum programmes of study.
  - Take account of students' prior levels of attainment and use them to set future targets.
  - Set work when required for absent students.
  - Maintain good discipline by following the school's student disciplinary policies and procedures.
  - Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
  - Maintain excellent classroom management with due regard to health and safety policies.
  - Set appropriate and challenging work for all students.
  - Ensure effective setting of homework and ensuring comprehensive feedback to students.
  - Identify and work appropriately with 'special educational needs' students and 'academically more able' students.
- Assessment, recording and reporting:
  - Keep appropriate records of students' work.
  - Mark and return work set, including homework, within an agreed and reasonable time.
  - Use the school's marking scheme at all times.
  - Carry out assessment programmes, as agreed by the school, faculty or department.
  - Complete records of achievement in line with school policy.

- Complete student reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.
- Pastoral work:
  - Undertake responsibility for a form group.
  - Monitor and set targets for the social and academic progress of all students in the form.
  - Endeavour to build up a good relationship with the students in the form, so that they will look to the teacher for support and advice.
  - Command high standards of student behaviour and conduct at all times and support the school in its application of related policies.
  - Report issues of concern to the appropriate senior staff.
  - Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up-to-date.
- Attend and contribute to key stage, subject, team and full staff meetings.
- In relation to the school's strategic plan, contribute towards the goals and targets.
- Maintain a professional interest in educational initiatives relevant to the teacher's subject(s).