

## LANGLEY SCHOOL - JOB DESCRIPTION

<b>Post Title:</b>	<b>TEACHER</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To teach an appropriately broad, balanced, relevant and differentiated curriculum area as appropriate.</li> <li>▪ To monitor and support the overall progress and holistic development of students as a Teacher/Form Tutor.</li> <li>▪ To facilitate and encourage a positive, vibrant learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>▪ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Head of Department / Faculty
<b>Responsible for:</b>	The provision of a full learning experience and support for students at KS3 and KS4
<b>Liaising with:</b>	Headteacher / Deputies, Teaching/Support Staff, LA representatives, external agencies and parents/carers
<b>Working Time:</b>	Part time
<b>Salary/Grade:</b>	Teachers' Pay Scale
<b>Disclosure level:</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>▪ To assist in the development of appropriate syllabuses, resources, scheme of work, marking policies and teaching strategies in the Department / Faculty</li> <li>▪ To contribute to the Faculty's development plan and its implementation</li> <li>▪ To plan and prepare courses and lessons</li> <li>▪ To contribute to the whole school's planning activities</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>▪ To assist the Head of Faculty, the KS3 and KS4 Co-ordinators, Deputy Headteacher (Curriculum) and the Assistant Headteacher (Teaching &amp; Learning) to ensure that the curriculum area provides a range of teaching which supports the school's strategic objectives and maximises students' achievement.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>▪ To assist in the process of curriculum development and change to ensure their continued relevance to the needs of students, examining and awarding bodies and the schools' aims.</li> <li>▪ To be aware of relevant changes and proposals from examining</li> </ul>

	and awarding bodies.
<b><u>Staffing</u></b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>▪ To take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>▪ To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>▪ To engage actively in the Performance Management Review process</li> <li>▪ To ensure the effective and efficient deployment and professional development of classroom support, if appropriate, including Performance Review.</li> <li>▪ To work as a member of designated team.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>▪ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where agreed and appropriate.</li> <li>▪ To review methods of teaching and programmes of work.</li> <li>▪ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>▪ To maintain appropriate records and to provide relevant, accurate and up-to-date information from SIMS, registers, etc.</li> <li>▪ To complete the relevant documentation to assist in the tracking of students</li> <li>▪ To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>▪ To communicate effectively with the parents of students as appropriate.</li> <li>▪ Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>▪ To follow agreed policies for communications both in and beyond the school.</li> </ul>
<b>Liaison:</b>	<ul style="list-style-type: none"> <li>▪ To take part in liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with other schools.</li> <li>▪ To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>▪ To contribute to the process of the ordering and allocation of equipment and materials.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To assist the Head of Department/ Faculty in identifying resource needs and to contribute to the efficient and effective use of physical resources.</li> <li>▪ To co-operate with other staff to ensure an effective use of resources to the benefit of the school, curriculum area and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>▪ To support the Safeguarding of all children in the care of the school, following formal policy and procedures as required.</li> <li>▪ To be a Form Tutor to an assigned group of students, if required to do so.</li> <li>▪ To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>▪ To liaise with relevant Pastoral Leaders to ensure the implementation of the school's Pastoral Policy.</li> <li>▪ To register students, accompany them to assemblies, encourage their full attendance and their participation in other aspects of school life.</li> <li>▪ To evaluate and monitor the progress of students and keep up-to-date records as may be required.</li> <li>▪ To contribute to the preparation of Action Plans, PSPs, IEPs, progress files and other reports.</li> <li>▪ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>▪ 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.</li> <li>▪ To contribute to PSHE and Citizenship and Enterprise according to school policy.</li> <li>▪ To apply the Behaviour Management Policy so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>▪ To plan, undertake and review a designated programme of teaching.</li> <li>▪ To deliver a high quality learning experience for students, which meets internal and external quality standards</li> <li>▪ To prepare and update subject materials.</li> <li>▪ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus</li> <li>▪ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality,</li> </ul>

	<p>behaviour, standards of work and homework.</p> <ul style="list-style-type: none"> <li>▪ To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>▪ To teach students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere.</li> <li>▪ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>▪ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>▪ To ensure that ICT, Literacy and Numeracy are reflected in the learning experience of students.</li> <li>▪ To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> </ul>
<p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's whole school policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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 continue employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date :

Signature:

Name: