



Park House School

Park House School **Job Description for Teacher**

Responsible to: Head of Department and Principal

Working Time: 195 days / 1265 hours per year (Full time, or part-time equivalent)

Job Purpose:

- To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability
- To fulfil the expectations of the Teacher Standards in the context of being a teacher as part of a subject team and as a Form Tutor as part of a year team
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and as a Form Tutor
- To facilitate and encourage learning experiences which provide students with the opportunity to achieve their individual potential
- To contribute to raising standards of student progress and attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic development within a growth mindset.

Principal Responsibilities:

To meet all requirements of the Teacher Standards as exemplified by the responsibilities listed below:

Teaching & Learning

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that Literacy, Numeracy and ICT are reflected in the teaching/learning experience of students
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study

A Transform Learning Trust Academy

Principal: Mr Tom Goodenough • Andover Road, Newbury, Berkshire RG14 6NQ

📞 01635 573911 📱 /ParkHouseSchool 🐦 @PHSNewbury ✉ office@parkhouseschool.org 🌐 www.parkhouseschool.org



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- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To mark/grade and give high quality written/verbal and diagnostic feedback as required.

Operational / Strategic planning & Quality Assurance

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and/or faculty
- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students
- To contribute to the department's development plan and implementation of this
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities
- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures
- 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.

Curriculum Provision and Development

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining//awarding bodies and the school's development priorities.

Staff Development, Recruitment & Wellbeing

- To actively participate in the school's CPD programme
- To continue professional development including subject knowledge and teaching methods
- To actively engage in the school's Performance Management process
- To ensure the effective/efficient deployment of additional adults in the classroom
- To work as a member of a designated team and to contribute positively to effective working relationships within the school.

Communications

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the school

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- To follow agreed policies for communications in the school
- To contribute to the development of effective subject links with external agencies.

Care Guidance and Support

- To be a Form Tutor to an assigned group of students and to contribute to tutor-based curriculum/year group activities
- To promote the general progress and well-being of individual students and of the Tutor Group
- To liaise with a Head of Learning to ensure implementation of the school's behaviour policy
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the school behaviour policy in lessons so that effective learning can take place.

General Duties

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example
- To actively promote and act in accordance with the school's policies, including the school's Health and Safety policy, and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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