

# Job Description

Specific Areas of Responsibility
<ul style="list-style-type: none"><li>• To take responsibility for the education and welfare of children in your subject lessons in accordance with the latest School Teachers' Pay and Conditions document (STPCD), having due regard to the requirements of the National Curriculum and Trust policies.</li></ul>
Generic Areas of Responsibility
<p><b>Teaching and Learning:</b></p> <ul style="list-style-type: none"><li>• To have a thorough and up to date knowledge of their subject(s) taking into account wider curriculum developments relevant to their work;</li><li>• To demonstrate high standards of teaching thereby influencing the learning &amp; achievement of students;</li><li>• To implement and deliver a curriculum in line with school policies, departmental curriculum maps and schemes of learning</li><li>• To consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including being aware of and taking into account strategies agreed in the IEPs (Individual Education Plans) of SEND students;</li><li>• To ensure that every student is given the opportunity and support to make progress;</li><li>• To contribute to the development and planning of the departmental curriculum;</li><li>• To consistently and effectively use information about prior attainment to inform planning, set well- grounded expectations for students, and monitor progress to give clear and constructive feedback;</li><li>• To register the attendance of students in line with policy and follow up absences where necessary;</li><li>• To implement and monitor the application of the school's homework protocol within their subject area;</li><li>• To set high standards for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and successfully implementing the schools Behaviour Management Policy;</li><li>• To work as part of a team and contribute positively to effective working relationships within the school.</li><li>• To participate in departmental activities to support the wider development of our students.</li></ul>

**Assessment and Making Use of Data to Track Student Progress:**

- To implement assessment, monitoring and evaluation procedures consistent with national requirements and in line with school policy.
- To be able to use the performance data available in school in order to determine how much progress the students are making;
- To track student progress through data analysis.
- To make use of data to set in class targets for individual students as well as groups of students in identifying student underachievement and student potential.

**General responsibilities:**

- To ensure that Health and Safety policies and practices are adhered to, including those specific to the subject area, and that Risk Assessments are in line with national requirements.
- To provide information to relevant stakeholders as required.
- To implement and promote school policies and procedures, eg. Health & Safety, Child Protection and Equal Opportunities.

**Accountability and Monitoring:**

- To be accountable for student progress and development within their classes.
- To ensure that provision is made for the full ability range of students.
- To ensure effective communication with parents and community representatives as appropriate.

**Coaching, Mentoring and Enhancing the Professional Development of Others':**

- To take responsibility for their own professional development and actively engage in all opportunities provided using the outcomes to improve their teaching and student learning.
- To support with the development of others through coaching programmes.
- To engage with the appraisal process as an entitlement to self-review and to guide them in developing a continuing professional development plan.

**School Ethos:**

To play a full part in the life of the school community, to support its distinctive vision and ethos to adhere to the staff professional code of conduct.