

# The Ecclesbourne School

Learning Together for the Future



## JOB DESCRIPTION

<b>Post Title:</b>	<b>CLASSROOM TEACHER (Spanish, French and other subjects at our request)</b>
<b>Responsible to:</b>	Head of Languages Faculty
<b>Responsible for:</b>	Any staff who may be assigned to the post
<b>Grade:</b>	Main or Upper Pay Scale

In addition to the duties summarized in your job description please refer to:

- The current year's statutory Guidance on School Teacher's Pay and Conditions (issued by the DfE) which details:
  - Conditions of Employment of Teachers other than Head Teachers
  - Conditions of Employment of Deputy Head Teachers and Assistant Head Teachers
  - Conditions of Employment of Head Teacher's (the duties of which you will be expected to carry out in the event of the absence of the Head Teacher from the School).
- The current year's Professional Standards for Teachers.
- The Conditions of Service for School Teachers (the Burgundy Book)

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken. This job description may, after satisfactory negotiation has taken place, be modified by the Head Teacher to reflect or anticipate changes which occur over time at a local or national level

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name.....

Signature..... Date.....

**Duties as a Teacher (to include):**

- Create a stimulating and well managed atmosphere within which students gain success, interest and enjoyment.
- Operate as an effective member of the Faculty.
- Follow the assessment policy on the setting, marking, recording and reporting of pupils' work.
- Prepare lesson material fully and in good time following Faculty policy.
- Adapt teaching methods used to ensure all students including those with SEND are supported to achieve their potential.
- Make effective use of Learning Support Officers and liaise effectively with them.
- Attend Faculty meetings and take an active role in contributing to the delivery of Faculty improvement priorities.
- Work together with colleagues to ensure a safe and well ordered environment including undertaking break and end of day supervision duty according to the established whole staff rota.
- Cover for other Form Tutors during tutor time when necessary.
- Participate in the development of teaching materials and schemes of work in line with the relevant syllabus.
- Report to parents and carers on the progress of their child through the interim, full report and parents evening timetable.
- Follow whole school policy and the routines and procedures decided at Faculty meetings.
- Participate in Continuous Professional Development aligned to Faculty and Whole School Improvement Plans (FIP/WSIP) as directed by leaders.
- Contribute fully to the extra-curricular life of the school.
- Fulfil the requirements of Keeping Children Safe in Education (KCSIE) and always maintain an attitude of vigilance with regard to safeguarding children.
- Consistently follow the behaviour policy, utilising effective behaviour for learning strategies to de-escalate poor behaviour and issue rewards and sanctions appropriately.

**Duties as a Form Tutor (to include):**

- Form Tutors are the first point of contact with students in school and they are to pass on any pastoral concerns to the relevant school office.
- The Form Tutor is responsible for the twice daily completion of the form Register on SIMS. Noting any lateness and monitoring periods of absence.
- Form Tutors are responsible for ensuring that their tutees are wearing their correct uniform in line with our uniform policy. When standards are not met, tutors are responsible for issuing a sanction in line with behaviour policy.
- Form Tutors are responsible for ensuring safeguarding concerns are referred to the Designated Safeguarding Lead (DSL) immediately -and recorded on My Concern.
- The Form Tutor is responsible for contributing a tutor report to the Annual Full Report making reference to the pupil's contribution to form activities, including PDC.
- References and Special Reports – Form Tutors are expected to prepare, in consultation with colleagues, initial drafts for references, testimonials, reports to outside agencies and the like, as required.
- Form Tutors are expected to implement the Behaviour Policy to ensure the highest standards of behaviour and engagement in form time.
- Form Tutors should check and initial their tutees' student planners weekly.
- Tutors are responsible for the delivery of the Personal Development, Citizenship and Careers curriculum in weekly PDC time.
- Tutors are responsible for the pastoral and academic welfare of their tutees and should be a trusted adult for each member of their form.

Name.....

Signature..... Date.....

- Tutors are responsible for meeting with their tutees on an individual basis to check and report on welfare, progress, achievement and targets during the Wellbeing, Record of Achievement and Targets (WRAT) sessions as set out in the school calendar.
- Form Tutors are responsible for attending assemblies with their form and to supervise their movements from base to the place of assembly.
- Form Tutors should follow the weekly form time and assembly calendar and make purposeful use of form time.
- Form Tutors are responsible for attending and contributing to scheduled Tutor Meetings chaired by the Head of Year and Head of School.
- Form Tutors are responsible for maintaining productive home-school relationships through parental contact agreed with the Head of Year.
- Form Tutors should champion the success of individuals within their tutor group and inform Heads of Year of their achievements.
- Form Tutors are responsible for creating a cohesive, inclusive and positive atmosphere within their tutor groups promoting diversity, equality and inclusion.

**Other Duties (to include):**

- 1 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School’s own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 2 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder’s individual or shared use in the performance of his/her duties including computer equipment.
- 3 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 4 To support the examination process of the School in any way necessary, including invigilation duties.
- 5 To positively promote the good name of the School and actively support its aims.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

Name.....

Signature..... Date.....