



**The White Hills Park Trust**  
*A Culture of Excellence*

## **Job Description**

### **Purpose:**

- To teach to a high standard in line with national teaching standards.
- Provide a good role model for pupils and staff.
- Motivate pupils and staff by personal influence and concern for individual needs and development.
- To raise standards of student attainment and achievement within those groups for which the teacher has been assigned.
- To set high standards and expectations for students, to create an effective climate for learning and teaching.
- Links with KS2 to develop opportunities, support progression and recruitment.
- Safeguard the Health and Safety of self and others in accordance with the Trust's Health and Safety Policy.

### **Reporting to:**

- The Head Teacher
- The Curriculum Leader

### **Responsible for:**

- All pupils on courses for which the Teacher has responsibility.

### **To co-operate with:**

- The Governing Body, making such reports as required.
- All colleagues, both teaching and support staff.
- LA, advisers.
- Unions and other organisations representing teachers and other persons on the staff.

### **Disclosure:**

- Clear Enhanced DBS check

## **Main Duties**

### **Teaching:**

- To plan and prepare courses and lessons.
- Teaching, according to their educational needs, the students assigned to the postholder, including the setting and marking of work to be carried out by the student in the school and elsewhere.
- To assess, record and report on the attendance, progress development and attainment of students, and to keep such records as required.
- To provide, or contribute to oral and written assessments, reports and references, relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and subject specialisms are reflected in the learning and teaching experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- 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 Trust's policies and procedures, and encourage good practice with regard to punctuality, behaviour for learning, standards of work.
- To set homework in accordance with published timetables and expectations, and to monitor entries in planners and completion.
- To undertake assessment of students as requested by external examination bodies, faculty and procedures.
- To mark, grade and provide written/verbal and diagnostic feedback as required.

### **Students:**

- To promote the general progress and well-being of individual students and of any class or group of students assigned.
- To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.

### **Staff performance management and continuing professional development:**

- Participating in the arrangements made for the appraisal of own performance and that of other staff.
- Participating in the identification of areas for own professional development.

### **Develop personally and professionally though:**

- Reflection on own practice and private study.
- Participation in the Trust's teacher appraisal programme.
- Participation in appropriate in-service education programmes.

**Communication:**

- To communicate and consult with the parents of students.
- To communicate and co-operate with persons or bodies outside the School to the benefit of students.
- To participating in meetings arranged for any of the purposes outlined in accordance with the calendar.
- To attend School briefings in support of effectiveness/efficiency and community development.
- To use briefings, weekly bulletin and notice boards to share information.
- To ensure effective communication with designated staff regarding trips, visits and absence.