



Job Description

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: **Teacher**

Job Purpose: To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Central Learning Partnership Trust, Newbridge School and the Department for Education.

Duties and Responsibilities

ORGANISATION

- In consultation with the Head Teacher to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Development Plan
- In accordance with curriculum, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning
- Assess, record and report on the development, progress and attainment of the students assigned to you within the Newbridge School processes and systems.
- Manage the classroom/ learning environment and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Attend meetings, carry out administrative tasks and duties as specified
- Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to you, providing guidance and advice to students on educational and social matters
- Implement the Newbridge School policy with regard to registration, student absence, and ensure all Advance Trust policies and procedures are followed
- Fully and positively participate in staff meetings and contribute to Newbridge School decision making and consultation procedures
- Be involved in the Newbridge School Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the Newbridge School goals and Development Plan
- Establish individual active links with industry and business in order to extend both student learning and own professional development

ADDITIONAL SPECIFIC RESPONSIBILITY

- Plan and deliver lessons to all students at Newbridge School
- To assess each student and set challenging targets for them to ensure effective and aspiring progress.
- Prepare students for exams by conducting tests on a regular basis, extending working memory and ensuring they have a deep understanding of the subject.
- Link planning to the programme of study, linking to real world issues ensuring students gain the depth of knowledge they need to be successful in this subject.

GENERAL DUTIES

- To carry out a share of supervisory duties in accordance with rotas
- To participate in appropriate meetings with colleagues and parents relative to the above duties

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, MIS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Teaching Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)