



Job Description

Name:

Post title: Teacher.

Primary location:

Reporting to: Head Teacher.

Liaising with: Head Teacher, Trust (SSET) Leadership Team, School Leadership Team, Deputy/Assistant Head Teacher, Teaching and Support Staff, external agencies, students and parents.

Responsibilities:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a Class Teacher
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment and behaviour.
- To share and support the School/SSET responsibility to provide and monitor opportunities for personal and academic growth.

Salary/grade: Salary: Main Scale.

Working time: 32.5 hours per week. Term time plus development days.

Competencies: To exhibit and promote the following:

- Flexibility.
- Initiative.
- Confidence.
- Creating trust.
- Developing potential.
- Respect for others.
- Team working.
- Understanding others.
- Challenge and support.
- Drive for improvement.
- Impact and influence.
- Managing pupils.
- Passion for learning.

Operations/
strategic
planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum and SEED plan and its implementation.
- To plan and prepare schemes of work and lessons.
- To contribute to the whole School/SSET planning activities.

Curriculum
provision: To assist the Headteacher to ensure that the curriculum provides a range of teaching which complements the School/SSET strategic objectives.

- Curriculum development: To assist in the process of curriculum development and change to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the School/SSET Mission and Strategic Objectives.
- Marketing and liaison:
 - To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
 - To contribute to the development of effective subject links with external agencies.
- Teaching:
 - To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in School/SSET and elsewhere.
 - To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
 - To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
 - To ensure that ICT, Literacy, Numeracy and subject specialism(s) are reflected in the teaching and learning experience of pupils.
 - To undertake a designated programme of teaching.
 - To ensure a high quality learning experience for pupils 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 pupil needs and demands of the curriculum.
 - To maintain discipline in accordance with the School/SSET procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
 - To undertake assessment of pupils as requested by external examination bodies, departmental and School/SSET procedures.
 - To mark, level and give written/verbal and diagnostic feedback as required.
- Quality assurance:
 - To help to implement School/SSET quality procedures and to adhere to those.
 - To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed School/SSET procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
 - To review from time to time methods of teaching and programmes of work.
 - 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/SSET.
- Pastoral system:
 - To be a Class teacher to an assigned group of pupils.
 - To promote the general progress and well-being of individual pupils and of the Class as a whole.
 - To liaise with colleagues to ensure the implementation of the College/ School/SSET Pastoral System.
 - To register pupils, accompany them to assemblies as appropriate, encourage their full attendance at all lessons and their participation in other aspects of School/SSET life.
 - To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
 - To contribute to the preparation of IEPs, Records of Achievement and other reports.
 - To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
 - To communicate as appropriate, with the parents of pupils and with persons or bodies outside the School/SSET concerned with the welfare of individual pupils, after consultation with the appropriate staff.



- To contribute to PSHE and Citizenship and Enterprise according to School/SSET policy.
- To apply the Behaviour Management systems so that effective learning can take place.

Management information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of School 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/SSET, department and the pupils.

Staff development:

- To take part in the School/SSET staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relationships within the School/SSET.

Welfare of children:

To have responsibility and commitment for safeguarding and promoting the welfare of children and young people that you are responsible for or come into contact with and to inform the DSL of any child protection issues that may arise.

Other specific duties:

- Undertake such duties as may from time to time be reasonably assigned by the Chief Executive Officer operating within the provision of the School Teachers' Pay and Conditions of Employment.
- To play a full part in the life of the School/SSET community, to support its distinctive mission and to encourage staff and pupils to follow this example.
- To promote actively the corporate policies and show loyalty to the School/SSET.
- To continue personal development as agreed.
- To comply with the School/SSET Health and Safety policy and undertake risk assessments as appropriate.
- To support the College in meeting its legal requirements for worship.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate it may be subject to change or modification at any time after consultation.

Signed: _____ Date: _____