



Newton Abbot College

Imagine what's possible ...

Job Description – Team Leader – 2B Foundation Subject / smaller team

The responsibilities detailed below are in addition to the job description responsibilities for a Teacher.

Core Purpose:

- To secure outstanding student attainment and progress in your subject area
- To secure outstanding teaching in your subject area

Core Duties

- Undertake, under the guidance of Assistant Principal, regular evaluation of the quality of teaching & learning within the subject area
- Under the guidance of Assistant Principal, create a subject area improvement plan based upon ongoing and annual evaluations
- Implement plans devised under the guidance of Assistant Principal to ensure that students are challenged and supported to achieve beyond normal expectation
- Be an outstanding role model for all colleagues, displaying high aspirations for, and expectations of, all students and colleagues
- Lead and manage your curriculum team to fulfil their responsibilities as teachers to deliver high quality lessons at all times
- Carry out Performance Management procedures for designated subject team members, in accordance with the College's Appraisal policy
- Ensure the implementation of College assessment procedures, ensuring all students have appropriate learning targets and their progress is closely monitored
- Ensure the consistent implementation of College policies and procedures throughout the subject area
- Develop detailed Schemes of Work resources to support teachers in delivering high quality lessons
- Devise and implement curriculum area interventions for individuals and groups of students in order to ensure all students make good progress
- Under the guidance of the Assistant Principal, ensure the continual professional development of colleagues within the subject area.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any

changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed: _____

Date: _____

Signed: _____

Date: _____

Principal

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Job Description – Teacher

Context

All Teaching Staff are expected to meet and demonstrate the relevant National Standards for Teachers (found on the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283566/Teachers_standard_information.pdf

MPR teachers are expected to contribute towards the creation of departmental schemes of work and assessment methodologies from the end of their NQT year (with some experience of doing this within the NQT year)

UPR teachers “play a critical role in the life of the College. They provide a role model for teaching and learning, make a distinctive contribution to the raising of student standards and contribute effectively to the work of the wider team” (STPCD)

UPR 1 and 2 teachers must be approaching the above description and must “grow professionally by developing their teaching expertise post-threshold” (Ibid)

UPR teachers are expected to undertake leadership roles within their department.

In particular, UPR teachers are expected to lead the development of schemes of work and methods of assessment.

Purpose

To deliver the highest quality of Teaching & Learning through being an effective teacher and tutor who challenges and supports all students to achieve their best by:

- Inspiring trust and confidence in students and colleagues
- Building team commitment amongst students and colleagues
- Engaging and motivating students
- Analytic thinking
- Taking positive action to improve the quality of students’ learning.

Main Duties

- To maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and to take account of wider educational developments relevant to your work
- To plan tutorials, lessons and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners
- To teach and contribute to the College’s Personal, Social and Health Education programmes and Citizenship and Enterprise Education according to College policy
- To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved

- To use a range of appropriate strategies and follow College policies for teaching, tutoring, behaviour management and classroom management
- To use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets and action plans for students in your teaching and tutorial groups
- To assess, monitor and record progress of students in your teaching and tutorial groups; giving them constructive feedback and advice
- To enable students to achieve well relative to their prior attainment and to make progress as good or better than similar students nationally
- To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the College
- To follow agreed policies for communications in the College
- To take part in marketing and liaison activities, such as Open Evenings, Parents' Evenings, review days and liaison events with partner Schools/Colleges, and to contribute to the development of effective subject links with external agencies
- To engage actively in the College's appraisal process
- To take responsibility for your own Professional Development within the context of the College's Continuing Professional Development policy, and use the outcomes to improve your tutoring and teaching and your students' learning
- To make an active contribution to the development of the College's policies, including team development plans and the overall College Improvement Plan
- To contribute to the process of College Self-Evaluation as it relates to College Improvement and Ofsted requirements, taking full account of quality standards and performance criteria
- To take account in all aspects of your work the Every Child Matters agenda
- To ensure the effective and efficient deployment of classroom support while working as a member of a designated team and contributing positively to effective working relations within the College
- To cooperate with colleagues to ensure a sharing and effective use of resources to benefit the College, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.

College Ethos and Culture

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the College.

Other Duties

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To follow the College's ICT policy for safe use of ICT

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies
- To place the safeguarding of all children in the college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake any other duties not detailed above as specified in the School Teachers' Pay and Conditions document.

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Principal

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