



JOB DESCRIPTION

POST TITLE: Temporary Teacher of Food Technology (maternity cover)

Main Scale

STATUS OF THE POST

This is a main scale teaching post within the school's revised structure.

MAIN RESPONSIBILITIES OF THE POST

The post holder is required to fulfil the professional responsibilities which are common to all classroom teachers in the school, as outlined in the current School Teachers' Pay and Conditions Document. In particular the post holder's key responsibilities will be for improving the standards of learning and raising levels of student achievement for all students in their care.

The post holder is accountable to the Senior Line Manager and to the Principal.

PROFESSIONAL RESPONSIBILITIES

The post holder will be expected to match the characteristics described in the Teachers' Standards Framework for a classroom teacher (Main Scale or QTS, as appropriate) and will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

Making an impact on the educational progress of students in your care.

- To promote the general progress and well-being of all students to report concerns to the appropriate staff member
- To provide guidance and advice to students on educational and social matters
- To ensure that students experience an educational programme that is personalised to their particular needs, developing their skills and abilities
- To contribute to the development of effective Programmes of Study and Schemes of Work in line with school and national policy
- To ensure that lessons are appropriately planned, delivered and reviewed
- To be actively involved in interventions to raise student achievement & attainment across the curriculum area

- To assess, record and report on the development, progress and attainment of students in line with school policy
- To monitor and review student progress against targets, ensuring appropriate follow-up action
- To ensure positive behaviour for learning for all students in line with the school's behaviour management policy
- To work to foster a positive working environment in the curriculum area that supports students' learning
- To provide an effective role model for students in terms of your own professional practice

Leading, developing and enhancing your own teaching practice (or work) and supporting the development of others

- To work collaboratively within the curriculum area (The Arts) to reflect the whole school vision
- To participate fully in the performance management of yourself and other staff in line with the school policy
- To actively review and evaluate your own performance and quality of teaching
- To identify key professional development needs and to actively undertake appropriate training opportunities to meet these needs
- To actively support the professional development of other colleagues within the school including the induction and assessment of new teachers and student colleagues (ITE)
- To work collaboratively to improve the quality of teaching and learning through lesson observations and other strategies, sharing judgements with colleagues as appropriate

Taking an active role in the day to day management of the school

- To follow all the whole school and departmental policies and practices
- To attend and participate in all calendared meetings as appropriate to your level of responsibility
- To supervise and teach, in line with agreed policy, any students whose teacher is not available
- To participate fully in arrangements for preparing students for external examinations
- To play an active part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To play a part in the pastoral development of students particularly acting as a form tutor for a group of students
- To take all registers promptly in line with school policies
- To undertake supervision duties before, during and after school in line with the school's duties policy
- To take responsibility for the effective management of resources in your care
- To ensure that all Health & Safety requirements are complied with
- To ensure the environment within the curriculum area is conducive to learning



Other specific responsibilities

- To ensure effective liaison with internal and external support agencies
- To liaise and collaborate with peers in school and in other schools to share, disseminate and develop good practice
- To develop effective liaison with parents/carers informally and through formal home/school communications procedures
- To make an active contribution to the school's ongoing self-evaluation process
- To play an active part in the provision of a range of enrichment activities and extra-curricular activities across the curriculum area
- Carrying out any other reasonable duties as assigned by the Principal