

## **JOB DESCRIPTION**

**Post Title:**     **Teacher**

**Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

**Reporting to:**

Head of Department.

**Responsible for:**

The provision of a full learning experience and support for students.

**Working time:**

195 days per year. Full time.

**Salary/Grade:**

M/UPS

**Disclosure Level:**

Enhanced

### **MAIN DUTIES**

#### **Operational/Strategic Planning**

- To assist in the development of appropriate specifications, resources, schemes of learning, marking policies and teaching strategies in the curriculum area and department.
- To contribute to the curriculum area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To implement school policies and procedures, e.g. Health & Safety policies.

#### **Curriculum Provision & Development**

- To assist the Head of Department and the Assistant Head (Teaching & Learning), to ensure that the department provides a range of teaching which complements the School's strategic objectives.

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's mission and strategic objectives.

### **Staff Development**

- To take part in the School's 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 Appraisal 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 relations within the school.

### **Monitoring**

- To help to implement school monitoring procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including self- evaluation. To seek/implement modification and improvement where required.
- To review, from time to time, methods of teaching and schemes of learning.
- 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.

### **Teaching**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are 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 school subject specialism(s) are reflected in the teaching/learning 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 school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To set appropriate work when absent wherever possible. In the case of an organised absence, this will be expected.

### **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 students.
- To track student progress and use information to inform teaching and learning.

### **Communications and Liaison**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, curriculum evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Management of Resources**

- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

### **Pastoral System**

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well being of individual students and of the tutor group as a whole.
- To liaise with Heads of Year and Pastoral Support Assistants to ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up to date student records as may be required.
- To contribute to the preparation of action plans and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHCE, form assemblies, and citizenship according to school policy.
- To apply the Behaviour Management Systems so that effective learning can take place.

### **Additional Duties**

- To contribute to the School's weekly duty rota.
- To engage actively in CPD.
- To engage actively in the performance appraisals process.
- To be courteous to all members of the school community and to provide a welcoming environment to visitors and telephone callers.
- To undertake any reasonable request by the Headteacher/SLT.

The School will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants, or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headmistress to reflect or anticipate changes in the job commensurate with the grade and job title.