



## Helsby High School Job Description

<b>Post Title:</b>	<b>TEACHER</b>
<b>Post number:</b>	
<b>General</b>	The 1991 Teachers Pay and Conditions Act lays down the professional duties of all teachers which form the basis of this job description. The post holder is required to carry out the duties of a school teacher as set out in the latest School Teachers Pay & Conditions Document (STPCD), published annually by DfE and as defined in the Teacher Standards.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated learning area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/ Form Tutor</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Department Leader / Key Stage Leader
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	SLT, teaching/support staff LA representatives, external agencies, parents & governors.
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department.</li> <li>• To contribute to the departmental development plan and its implementation.</li> <li>• To plan and prepare courses and lessons designed to support progression across the age and ability range.</li> <li>• To contribute to the whole school's planning activities</li> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Department Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• 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</li> </ul>
<b>Curriculum Provision and Development</b>	<ul style="list-style-type: none"> <li>• To assist the Department Leader, to ensure that the learning area provides a range of teaching, which complements the school's strategic objectives.</li> <li>• To assist in the process of curriculum development and change so as to ensure its continued relevance to the needs of students, examining and awarding bodies, statutory provisions and the school's strategic objectives.</li> </ul>



<p><b>Staff Development:</b></p>	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>To pursue personal development in subject knowledge, teaching methods and other relevant areas by maintaining up to date knowledge and understanding of the professional duties of teachers</li> <li>To engage actively in the Performance Management Review process</li> <li>To work as a member of designated teams contributing positively and sharing the responsibility for developing effective practice</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>To help to implement school quality procedures</li> <li>To contribute to and apply the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To implement modification and improvement where required</li> <li>To review methods of teaching and programmes of work as required and act on feedback</li> <li>To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school</li> </ul>
<p><b>Communications:</b></p>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information as required</li> <li>To complete all relevant documentation to assist in ensuring students learning, progress and well-being is monitored</li> <li>To communicate effectively with the parents of students in line with school policy</li> <li>To communicate and co-operate with persons or bodies outside the school as directed by school policy</li> <li>To take part in communication and liaison activities such as Open Evenings Parents' Evenings, Information Evenings and liaison events with partner schools.</li> <li>To contribute to the development of effective subject links with external agencies</li> </ul>
<p><b>Student Support &amp; guidance:</b></p>	<ul style="list-style-type: none"> <li>To be a Form Tutor to an assigned group of students</li> <li>To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole</li> <li>To liaise with appropriate staff to ensure the implementation of the school's student support systems</li> <li>To register students, encourage their full attendance at all lessons and their participation in all aspects of school life</li> <li>To deliver agreed programmes to promote the well being of students and know how to identify young people with difficulties and refer them for specialist support</li> <li>To know how to identify potential safeguarding issues and the procedures for reporting such concerns</li> <li>To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>To contribute to the preparation of action plans and progress files and other reports.</li> </ul>



<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach students in line with the requirements of the Teacher Standards</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, literacy, numeracy, citizenship, enterprise and school subject specialism(s) are reflected in the teaching/learning experience of students as appropriate</li> <li>• To follow the designated, agreed programmes of teaching including PSHE.</li> <li>• To ensure a high quality learning experience for students by using a range of strategies and resources</li> <li>• To maintain discipline in lessons in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, health &amp; safety, standards of work and homework</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give diagnostic feedback to set realistic and challenging targets for every student</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example</li> <li>• To support the school in meeting its legal requirements for worship</li> <li>• To promote actively the school's policies</li> <li>• To hold positive values and attitudes and adopt high standards of behaviour in the discharge of professional duties</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To cooperate in applying the school's systems for managing behaviour</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> </ul>	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary 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 following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_