

TEACHER JOB DESCRIPTION

Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.

Job Title:	Form Tutor/Class Teacher
Salary Scale:	MPS
Hours of work:	Full-time
Responsible to:	Subject Line Manager
Job Purpose:	To support the Headteacher in the raising of standards of pupils' achievement.

Duties and Responsibilities:

Teaching:

In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to the postholder:

- planning and preparing courses and lessons which have the correct level of challenge and support;
- teaching, according to their educational needs, the pupils assigned to the postholder, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities:

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to the postholder;
- providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils;
- communicating and co-operating with persons or bodies outside the school; and
- participating in meetings arranged for any of the purposes described above;

Assessments and reports:

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal:

- participating in arrangements made in accordance with regulations for the appraisal of performance and that of other teachers;

Review, induction, further training and development:

- reviewing from time to time methods of teaching and programmes of work;
- participating in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;
- in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for supervision and training.

Educational methods:

- advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety:

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings:

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover:

- Rarely and only in circumstances that are not foreseeable supervising and so far as practicable teaching any pupils where the person timetabled to take the class is not available to do so.

External examinations:

- participating in arrangements for preparing pupils for external examinations,
- assessing pupils for the purposes of such examinations and recording and reporting such assessments,
- participating in arrangements for pupils' presentation for and supervision during such examinations.

Administration:

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

General:

- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out.
- To supervise and monitor learners' behaviour and conduct both within and outside lessons as part of the school duty of care, pastoral and welfare support.
- A job description can never be fully descriptive. It is school policy that in the interests of continued professional development senior staff roles and responsibilities are reviewed and subject to change on a regular basis. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

- To uphold the school's Safeguarding and Child Protection policies at all times.
- To uphold the School's aims, ethos and values including the Yardleys School Charter.
- To uphold the school's Equal Opportunities policy at all times.
- To perform any other duties commensurate with the role as required by the Headteacher.
- This allocation of duties is subject to regular review.

Job description issued on:

Signature of Headteacher:

Copy received by:

Date: