

Job Description – Teacher

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>. Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically. Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

JOB TITLE: Teacher

RESPONSIBLE TO: Head of Faculty

Teacher Tasks and Responsibilities

1. Subject to the negotiation with the Team Leader or Subject Leader actively contributes to the process of curriculum review and development within the Department by:
 - helping to shape and create a well-informed vision of the subject and its contribution to students' overall development
 - contributing to the process of establishing short, medium- and long-term plans for the development of the department and support the agreed plans
 - contributing to the development of curriculum policy and practices and implement schemes of work, the School Improvement Plan and school policies.
 - contributing to the process of establishing and implementing, agreed to policies and practices for assessing, recording and reporting on student achievement within the context of the school's policy on assessment, recording, and reporting
2. To actively contribute to procedures for monitoring performance and the evaluation of teaching and learning by:
 - embracing an open and reflective approach to the teaching of the subject in which self-evaluation is used to improve the quality of teaching and learning
 - making use of performance data to monitor and evaluate the progress and achievement of students
 - implementing agreed action to raise achievement and to strive to meet the targets set for improvement
 - ensure there are equal opportunities within all teaching and learning for all students
3. To work to agreed expectations set by the Team Leader or Subject Leader and within the context of school policies by:
 - establishing good working practices and relationships with students
 - seeking to encourage moral, emotional and spiritual growth in students
 - maintaining good working practices and relationships with other staff
4. To actively contribute and participate in policies established to promote and continue professional development both personally and in respect of other members of the department by:
 - embracing agreed to school policy of staff review and development within the department
 - informing the Team Leader of CPD needs to meet personal targets established in the process of the school's Appraisal Policy
 - informing the Team Leader of CPD needs to meet targets established within the context of departmental and school improvement plans
5. To help in the management of resources of the Department by:
 - informing the Team Leader or Subject Leader of resource needs to meet department and school improvement plans
 - working within the budget resource needs
 - encouraging within students, good practice to conserve and use efficiently all resources
 - ensuring classroom and adjacent corridor and the communal areas present a stimulating learning environment with high-quality display



- 6. To contribute to policies covering the health and safety of both staff and students within the department by:
 - promoting and maintaining an effective, safe working and learning environment
 - encouraging students to adopt safe working practices
 - advising the Team Leader of any areas of concern within the department
 - advising the school's Health and Safety Officer of any areas of concern outside the control of the department
- 7. To help in the review and development of policies established to promote and develop the department and its accountability by:
 - helping to ensure that improvement plans and schemes of work form part of a coherent strategy for raising students' achievement and in key skills (e.g. literacy, numeracy, and ICT capability)
 - reporting issues on students' progress and achievement to the Team Leader or Subject Leader
 - helping to promote effective working relationships with other professionals to ensure that they play a role in improving and sustaining student achievement
 - helping to promote effective working relationships with parents to ensure that they play a role in improving and sustaining student achievement
- 8. To collaborate with other teams to facilitate the development of whole-school initiatives.
- 9. To participate as required in meetings with colleagues and parents in respect of the duties of the post.
- 10. To supervise students as required by the Headteacher including duties.
- 11. The post holder, in conjunction with the departmental policy, will help to ensure effective liaison with external organisations.
- 12. Where appropriate, to carry out the duties of a **form teacher** in respect of form students, to include:
 - the maintenance of discipline and high standards of conduct and appearance of students
 - the establishment of a rapport with students to develop their social and academic potential and to be the main source of reference for their problems
 - ensuring absences and lateness are accounted for, taking appropriate actions where they are not
 - the tracking of student progress and intervention strategies
 - the compilation of reports, profiles and references on students as required
 - the effective teaching of the school Aspire programme for students
 - the monitoring of independent study of students, the teaching of form periods,
 - escorting the form to assemblies, attending assemblies and attending tutor meetings
- 13. The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of Employment and will count as directed time as detailed in such statement, and as defined by the Headteacher.
- 14. This job description does not define in detail all the duties/responsibilities of the post. These will be reviewed annually as part of the Appraisal process. Specific tasks and targets (identified in the Appraisal process).
- 15. The post holder is expected to carry out any other tasks which the Headteacher or Governors may from time to time reasonably require.

I have read, understood and agree to the above terms.

Print Name:

Signed:

Dated:





Person Specification – Teacher

Teaching and Learning	
• Secondary teaching across the age, gender and ability range.	E
• Knowledge of the Curriculum	E
• Establishing high expectations of all students.	E
• Teaching English to KS3, KS4	E
• Teaching English to KS5	D
• Extra-Curricular Activities	E
• Pastoral Experience e.g. Form Tutor	E
• How to enhance students learning to make learning vivid, challenging, enjoyable and real	E
• How to use ICT as a tool to enhance teaching and learning	E
• Experience working/supporting colleagues in another school	D
Relevant Experience	
• Relevant experience as a successful teacher in a secondary school	E
• Proven track record of raising student outcomes	E
• Awareness of the latest developments and initiatives in education	E
Education and Training	
• Qualified Teacher Status	E
• Degree in related subject	E
• Coaching qualification	D
Behaviour and Safety	
• How to cultivate positive and effective teacher/student relationships to encourage the best from every student.	E
• How to promote inclusion and equal opportunities	E
• Secure understanding of safeguarding and keeping children safe	E
• Ability to create an excellent climate for learning within your teaching area	E
Achievement	
• Evidence of previous achievements relating to set outcomes	E
• How to use personalized learning strategies to ensure high-quality outcomes	E
• Understanding of a range of assessment for learning approaches, including grades where appropriate.	E



• Understanding of how to use Data to raise students' performance	D
• Ability to ensure students meet challenging targets in their classes	E
Other Skills and Attributes	
• Excellent communication, presentation, and interpersonal skills.	E
• Excellent knowledge, expertise, and enthusiasm.	E
• Excellent personal organisation and self-motivation.	E
• Proven ability to raise standards in classrooms other than their own	E
• Ability to establish curriculum development, assessment, coordination, and coaching	D
• A proven record of good attendance	E

E = Essential D= Desirable

