



# Teacher Job Description

Teaching subject specialism classes and other subject classes as allocated by the Leadership Team.

## PURPOSE OF THE JOB

To provide excellent teaching so all pupils achieve their potential within an atmosphere in which pupils feel challenged, valued, and secure.

## DUTIES

The School Teachers' Pay and Conditions Document (STPCD) specifies the general professional duties of a teacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner and under the overall direction of the Headteacher.

## KEY FUNCTIONS

- Teach subjects allocated, including planning, setting homework, marking and assessment in line with school policies. Engage with school-wide learning initiatives. If appropriate.
- Ensure that excellent teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as required. Maintain accurate records and use assessment data to monitor progress, targets and further action (e.g. SEN, Pupil Premium, Gifted and Talented, praise and under achievement).
- Contribute to the development of Schemes of Learning, programmes of study, and subject/year development plans, School and Team policies as appropriate.
- Maintain a purposeful, orderly classroom environment including neat storage, learning-centred display and by employing a range of assertive behaviour management strategies.
- Undertake specific duties within the Team as delegated after consultation with your line manager.
- Attend and contribute to appropriate meetings and professional development activities.
- Meet deadlines for reporting, marking and other assignments.
- Prepare pupils for examinations and take part in standardisation or moderating exercises as required by the Team or examination boards.

- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Undertake the appropriate CPD, including lesson observation, and show its impact on teaching and learning.

#### **OTHER SPECIFIC DUTIES:**

- To engage actively in the performance review process.
- To participate in team and staff meetings.
- To contribute to the life of the School.
- To undertake any other duty as specified in the STPCD not mentioned in the above.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.

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.

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



# Teacher Person Specification

## SKILLS AND ABILITIES

- A proven track record as an outstanding classroom teacher.
- First-class planning, assessment and record-keeping.
- A proven record of raising standards and of initiating and maintaining innovative curriculum design and delivery.
- Excellent problem-solving skills.
- Excellent ICT skills.
- Highly competent subject Teacher.
- A commitment to celebrating students' achievements, skills and talents, as well as an ability to tackle problems effectively.

## KNOWLEDGE AND EXPERIENCE

- Excellent subject knowledge.
- A detailed understanding of all current educational initiatives which apply to the subject.
- Recent teaching experience (or appropriate training) with secondary age students.
- An understanding of Health and Safety issues within an educational setting.

## GENERAL ATTRIBUTES

- Excellent written and oral communication skills.
- Strong leadership skills with an ability to develop and maintain positive relationships with students, colleagues and parents.
- An ability to work effectively under pressure.
- A commitment to extra-curricular activities and to the school's involvement in the wider community.
- Good sense of humour.
- A flexible approach to tasks.
- A willingness to contribute to whole-school initiatives.
- A commitment to networking and the sharing of best practice.

## PROFESSIONAL QUALIFICATIONS AND TRAINING

- A first degree in a subject relevant to the teaching post.
- A DfE recognised teaching qualification.
- A commitment to the continuing professional development of all members of the Department.
- A commitment to further professional development.