

## Job Description Teacher

### Purpose of the Post:

- 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 fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- To meet the expectations set out in the Teachers' Standards

### Reports to:

- Teaching and Learning Leader for subject

### Responsible to:

- The Headteacher and the Governing Body

### Responsible for:

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

### Duties and Responsibilities

#### Teaching and operational/strategic planning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work, to students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere



- Assess, record and report on the attendance, learning needs, progress, development and attainment of students and to keep such records as are required, making accurate and productive use of assessment
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- Undertake a designated programme of teaching
- Ensure a high quality learning experience for students which meets internal and external quality standards
- Prepare and update subject materials
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures
- Mark, grade and give written/verbal and diagnostic feedback as required
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Contribute to the whole school's planning activities

### **Whole-school operational/strategic planning and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department
- Contribute to the Curriculum Area and department's development plan and its implementation



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- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

## Curriculum

- Assist the TLL, the Deputy Head Quality Assurance, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- 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 and recruitment/deployment of staff

- Take part in the school's staff development programme by participating in arrangements for further training and professional development
- Continue personal development in the relevant areas including subject knowledge and teaching methods
- Engage actively in the Performance Management Review process
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within the school

## Quality assurance

- Help to implement school quality procedures and to adhere to those
- Contribute to 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 seek/implement modification and improvement where required
- Review from time to time methods of teaching and programmes of work.
- 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

## Management information

- Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students
- Track student progress and use information to inform teaching and learning

## Communications



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- Communicate effectively with pupils, parents and carers
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- To follow agreed policies for communications in the school

### **Marketing and liaison**

- Take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools
- Contribute to the development of effective subject links with external agencies

### **Management of resources**

- Contribute to the process of the ordering and allocation of equipment and materials
- Assist the Teaching and Learning Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students

### **Pastoral**

- To be a Form Tutor to an assigned group of students
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- Liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required
- Contribute to the preparation of Action Plans and progress files and other reports
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- 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
- Contribute to PSHE and citizenship and enterprise according to school policy
- Apply the Behaviour management systems so that effective learning can take place

### **Health, safety and discipline**



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- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### **General Duties**

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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## Person Specification Teacher

*All criteria are essential.*

| CRITERIA                                     | QUALITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and Experience</b>         | <ol style="list-style-type: none"> <li>1. Qualified Teacher Status within the relevant subject area.</li> <li>2. Experience of teaching all or most of the age range served by the School (11 – 18).</li> <li>3. Well qualified in the appropriate subject area and/or participation in relevant in-service courses and/or further professional study.</li> </ol>                                                                                                                                                                                                                      |
| <b>Skills and Knowledge</b>                  | <ol style="list-style-type: none"> <li>4. Knowledge of the National Curriculum</li> <li>5. Knowledge of effective teaching and learning strategies</li> <li>6. A good understanding of how children learn</li> <li>7. Ability to adapt teaching to meet pupils' needs</li> <li>8. Ability to build effective working relationships with pupils</li> <li>9. Knowledge of guidance and requirements around safeguarding children</li> <li>10. Knowledge of effective behaviour management strategies</li> <li>11. Good ICT skills, particularly using ICT to support learning</li> </ol> |
| <b>Management of Resources</b>               | <ol style="list-style-type: none"> <li>12. Successful experience of organisation, planning and record-keeping</li> <li>13. Understanding of the issues related to morale and motivation</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Equality Policies</b>                     | <ol style="list-style-type: none"> <li>14. Understanding of, commitment to and experience of promoting equal opportunities</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Relationships with School's Community</b> | <ol style="list-style-type: none"> <li>15. Awareness of the ways in which parents, the local community and industry can be involved in students' learning.</li> <li>16. Skill in communicating effectively with Parents, Governors and the Headteacher.</li> <li>17. An understanding of and commitment to the effective promotion of the school.</li> </ol>                                                                                                                                                                                                                           |



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|                           |                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | 18. An understanding and commitment to playing a broader role in the school.                                                                                                                                                                                                                                                                                |
| <b>Aptitudes</b>          | 19. Ability to work as part of a team and contribute positively to the team's objectives.<br>20. Enthusiasm, energy and commitment to teaching.<br>21. Good listening skills.                                                                                                                                                                               |
| <b>Personal Qualities</b> | 22. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school<br>23. High expectations for children's attainment and progress<br>24. Ability to work under pressure and prioritise effectively<br>25. Commitment to maintaining confidentiality at all times<br>26. Commitment to safeguarding and equality |



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