



## **MAINSCALE** **JOB DESCRIPTION**

<b>Job Title</b>	Teacher Mainscale
<b>Directly responsible to</b>	<ul style="list-style-type: none"> <li>▪ Head of Department/Faculty</li> </ul>
<b>Primary Post and Scope of the Job</b>	<ul style="list-style-type: none"> <li>▪ Deliver an appropriately broad, balanced, relevant and differentiated curriculum which provides all students with the opportunity to achieve their individual potential.</li> <li>▪ Monitor and support the progress of students and take appropriate action to ensure the highest possible standards of learning and achievement.</li> <li>▪ Implement the School/Faculty Rewards and Consequences policy in a fair and professional manner.</li> <li>▪ Contribute to the overall work of the Faculty and School in a positive and supportive manner.</li> <li>▪ To be a lead professional in the provision of effective behaviour management.</li> </ul>
<b>Key Tasks and Accountabilities</b>	<p><b>PLANNING</b></p> <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 relevant curriculum area.</li> <li>▪ To contribute to the Faculty's development plan and its implementation.</li> <li>▪ To plan and prepare courses and lessons.</li> <li>▪ To contribute to the whole school's planning activities.</li> <li>▪ To attend Faculty Meetings according to the pre-arranged timetable.</li> <li>▪ To Use KIT Time effectively</li> </ul> <p><b>CPD</b></p> <ul style="list-style-type: none"> <li>▪ To take responsibility for personal and professional development by actively seeking out training opportunities, as well as participating in school based INSET.</li> <li>▪ To engage in the Performance Management process in a positive and professional manner.</li> </ul> <p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>▪ To participate in the programme of parent and community liaison activities which include Open Evenings, Parents' Evenings.</li> <li>▪ To communicate effectively with parents and other external agencies as appropriate.</li> <li>▪ To follow agreed policies for communication in the school.</li> </ul> <p><b>MANAGEMENT OF INFORMATION</b></p> <ul style="list-style-type: none"> <li>▪ To maintain appropriate records and provide relevant, accurate and up-to-date information as required.</li> <li>▪ To track student progress and use information to inform teaching and learning.</li> </ul> <p><b>PASTORAL SYSTEM</b></p> <ul style="list-style-type: none"> <li>▪ To be a Form Tutor to an assigned group of students and attend relevant Year Team briefings/meetings.</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 a Pastoral and Achievement Leader to ensure the implementation of the school's Pastoral System and Behaviour Management Policy.</li> <li>▪ To take responsibility for the daily Form Tutor time and follow the</li> </ul>

	<p>designated programme of activities.</p> <ul style="list-style-type: none"> <li>▪ To evaluate and monitor the progress of students and keep up to date student records as may be required.</li> <li>▪ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>▪ To communicate, as appropriate, with the parents of students.</li> </ul> <p><b>TEACHING</b></p> <ul style="list-style-type: none"> <li>▪ To teach students according to their educational needs, including the setting and marking of work completed by the student both in school and at home.</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 and Numeracy policies/strategies are reflected in the teaching/learning experience of students.</li> <li>▪ To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>▪ To prepare and update subject materials.</li> <li>▪ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus</li> <li>▪ To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>▪ To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
General	<p><b><i>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified.</i></b></p>
<p>Date Job Description prepared/revised: July 2019 Prepared/revised by: Tim Long</p>	



## **MAINSCALE** **PERSON SPECIFICATION**

	Essential	Desirable
<b>Knowledge and Experience</b>		
Degree in relevant subject	x	
Qualified Teacher Status (QTS) or evidence of working towards it, NQT	x	
Experience of teaching at secondary level	x	
Knowledge of the National Curriculum, Secondary Strategies and other related educational initiatives	x	
Evidence of commitment to further professional development	x	
A clear philosophy on how and why the subject should be taught to pupils of all abilities	x	
Awareness of the strategies available for improving the learning and achievement of students of all abilities, including high ability students	x	
Awareness of national initiatives and strategies related to this curriculum areas and the secondary curriculum in general	x	
Understanding of implications of Safeguarding Health and Safety legislation	x	
Good Honours Degree in related subject		x
Second degree or post-graduate qualification		x
Experience of teaching at KS3 & 4		x
Knowledge and experience of role of form tutor		x
Work within a specialist school environment		x
<b>Skills and Abilities</b>		
Experience of developing and implementing Schemes of Work	x	
Able to use a range of teaching and learning strategies	x	
Ability to set high standards and to motivate pupils and maintain high standards of discipline	x	
Effective classroom management	x	
Knowledge and understanding of how ICT can be used in the teaching of the subject to enhance student learning	x	
Good organisational skills and resource management skills	x	
Ability to develop the use of learning platform/VLE		x
<b>Personal Qualities</b>		
Highly motivated and able to motivate colleagues	x	
Imaginative, creative and innovative	x	
Enjoys working effectively in a team	x	
A positive attitude towards own continuing learning	x	
Willing to help support extra curricular activities, for example trips, clubs		x
<b>This post is subject to an Enhanced DBS check</b>		