



Learning Today – Leading Tomorrow

## **JOB DESCRIPTION**

<b>POST &amp; CURRICULUM AREA:</b>	<b>Generic Teacher Job Description</b>
<b>SALARY:</b>	Based on the School Teachers' Pay & Conditions Document MPS/UPS
<b>LINE MANAGER:</b>	Subject Coordinator
<b>ACCOUNTABLE FOR:</b>	Curriculum provision Commitment to high standards, school aims, policies, plans and priorities.
<b>IMPORTANT FUNCTIONAL RELATIONSHIPS</b>	Headteacher & Strategic Leadership Team Subject Team members Key Stage Achievement Leaders Students & Parents Other Teaching & Support colleagues LA & external agencies as appropriate

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment**

### **Core Purpose**

- To set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities
- Teachers' Standards are applied
- To be responsible for curriculum, quality marking and assessment of taught groups across key stages within the framework of school and department policies
- To contribute to the development of departmental policies and procedures
- To contribute to the formulation of the Departmental Improvement Plan
- To monitor student progress and co-ordination of appropriate intervention



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- To remain aware of curriculum development through a commitment to CPD and networking
- To use positive strategies to manage student behaviour in class and around the school
- To contribute to the management of stock, equipment and resources for all Key Stages
- Monitor the progress of all students to identify and address underachievement so that all students achieve in line with or better than their prior attainment.
- Develop practice in the subject (Teaching & Support) through CPD, guidance, support departmental documentation, lesson observations and feedback.
- Support and implement whole school policies and decisions.

#### **General Professional Duties**

- These are as set out in the relevant School Teachers' Pay and Conditions Document, which can be viewed on the internet.
- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

#### **Main Professional Duties**

1. To liaise with Subject Co-ordinator about curriculum developments.
2. To contribute to curriculum development, production of schemes of work and student materials for use throughout the ability range.
3. To contribute to the organisation of displays for prospective parents evening and to help maintain appropriate displays of work throughout the year.
4. To demonstrate a commitment to bringing the subject to life, through active teaching and enquiry learning, use of technology.
5. To liaise with other members of the department as necessary and take an active role in department self-evaluation.
6. To attend school and Borough meetings and working parties when appropriate
7. To complete administration relevant to the post.
8. To complete other reasonable tasks as delegated by the Headteacher via the Subject Co-ordinator.
9. Support the department in building and updating a virtual learning environment that best supports pupils progress and learning from home.
10. To support the Subject Coordinator in raising standards across the key stages.
11. To ensure that high quality schemes of work are in place for the start of each academic year that provide a range of teaching and learning strategies and materials in order to give students high quality opportunities for learning and that these are monitored and reviewed annually.



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12. To monitor and evaluate the quality of homework.
13. Work with other staff (teaching and support) parents/carers, outside agencies, and others, as and when required to support student achievement and progress across the curriculum area.
14. To identify and promote innovative and effective strategies to bring about further improvement.
15. Assist the Subject Coordinator with work scrutiny to monitor that work is regularly marked and that assessment is in line with both department and school policies and suggest areas for development.
16. To analyse and interpret data to make secure judgements about standards of students' attainment and rate of progress across the key stage.

**Undertake any other duties reasonably requested by the Headteacher, commensurate with the post.**

#### **EXPECTATIONS OF ALL STAFF (Teaching & Support)**

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all students.
- Carry out all duties and responsibilities in accordance with the school's code of conduct, contents of the staff handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Report child protection (CP) concerns immediately to the named CP person(s).
- Attend and participate in relevant meetings, training, performance development and other activities as required.



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**NOTE**

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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 salary scale and job title.