



The White Hills Park Trust
A Culture of Excellence

Job Description

Purpose:

- To teach to a high standard in line with national teaching standards.
- Provide a good role model for pupils and staff.
- Motivate pupils and staff by personal influence and concern for individual needs and development.
- To raise standards of student attainment and achievement within those groups for which the teacher has been assigned.
- To set high standards and expectations for students, to create an effective climate for learning and teaching.
- Links with KS2 to develop opportunities, support progression and recruitment.
- Safeguard the Health and Safety of self and others in accordance with the Trust's Health and Safety Policy.

Reporting to:

- The Head Teacher
- The Curriculum Leader

Responsible for:

- All pupils on courses for which the Teacher has responsibility.

To co-operate with:

- The Governing Body, making such reports as required.
- All colleagues, both teaching and support staff.
- LA, advisers.
- Unions and other organisations representing teachers and other persons on the staff.

Disclosure:

- Clear Enhanced DBS check

Main Duties

Teaching:

- To plan and prepare courses and lessons.
- Teaching, according to their educational needs, the students assigned to the postholder, including the setting and marking of work to be carried out by the student in the school and elsewhere.
- To assess, record and report on the attendance, progress development and attainment of students, and to keep such records as required.
- To provide, or contribute to oral and written assessments, reports and references, relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and subject specialisms are reflected in the learning and teaching experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Trust's policies and procedures, and encourage good practice with regard to punctuality, behaviour for learning, standards of work.
- To set homework in accordance with published timetables and expectations, and to monitor entries in planners and completion.
- To undertake assessment of students as requested by external examination bodies, faculty and procedures.
- To mark, grade and provide written/verbal and diagnostic feedback as required.

Students:

- To promote the general progress and well-being of individual students and of any class or group of students assigned.
- To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.

Staff performance management and continuing professional development:

- Participating in the arrangements made for the appraisal of own performance and that of other staff.
- Participating in the identification of areas for own professional development.

Develop personally and professionally though:

- Reflection on own practice and private study.
- Participation in the Trust's teacher appraisal programme.
- Participation in appropriate in-service education programmes.

Communication:

- To communicate and consult with the parents of students.
- To communicate and co-operate with persons or bodies outside the School to the benefit of students.
- To participating in meetings arranged for any of the purposes outlined in accordance with the calendar.
- To attend School briefings in support of effectiveness/efficiency and community development.
- To use briefings, weekly bulletin and notice boards to share information.
- To ensure effective communication with designated staff regarding trips, visits and absence.