



# Job Description & Person Specification

## Teacher

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### Job Purpose:

You will be required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions document.

### Key Areas of Responsibility:

#### 1. As a member of staff

Under the guidance and direction of the Headteacher or Deputy to:

- 1.1. Carry out the professional duties of a schoolteacher.
- 1.2. Carry out a share of supervisory duties in accordance with published rosters.
- 1.3. Participate in appropriate meetings with colleagues and parents/carers in relation to professional duties.
- 1.4. Attend school assemblies.
- 1.5. Implement whole school policies.
- 1.6. Support and understand the Christian ethos of the school.
- 1.7. Understand and show commitment to equal opportunities including SEND.
- 1.8. Participate in performance management/appraisal processes as per school policy

#### 2. As a member of a department

Under the guidance and direction of the Head of Department to:

- 2.1. Plan and prepare courses of study, teaching materials and lessons.
- 2.2. Teach the pupils/students assigned to him/her, including the setting, marking and assessing of work to be carried out by pupils/students in school or elsewhere.
- 2.3. Maintain good order and discipline among pupils/students and safeguard their health and safety, both in school and in authorised school activities elsewhere.
- 2.4. Register the attendance of pupils/students at each lesson.
- 2.5. Be responsible for his/her teaching room with regard to health and safety, good order, appearance and display.
- 2.6. To write reports and profiles as required.
- 2.7. Communicate with parents and carers re pupil/student progress.
- 2.8. Participate in meetings relating to curriculum, administration and organisation.
- 2.9. Participate in arrangements for his/her training and professional development.
- 2.10. Cover for absent colleagues in accordance with the Schoolteachers' Pay and conditions document.
- 2.11. Participate in public and internal examination arrangements

### **3. As a member of a pastoral team**

Under the guidance and direction of the Head of Year:

- 3.1. Keep an accurate and up-to-date form register and to inform the Head of Year of any absence not covered.
- 3.2. Set targets for pupils/students based on subject targets.
- 3.3. Prepare initial drafts for references, testimonials and reports to outside agencies as required.
- 3.4. Insist on high standards of work, behaviour, attendance and punctuality from members of form groups.
- 3.5. Use registration and form period profitably, and ensure that pupils remain in their form rooms at these times.
- 3.6. Attend assemblies with the form group and supervise their arrival, behaviour and departure.
- 3.7. Participate in Parents' Evenings involving the form group and foster good home/school relationships.
- 3.8. Complete key duties during form time to include equipment, uniform checks and analysis of behaviour reports.

### **4. Form tutors**

There are duties that a Form Tutor is expected to carry out. The list is intended as a guideline and should not be seen as definitive.

- 4.1. To register the form group as per official guidelines and to follow up on any lateness and absence.
- 4.2. To stay with form groups throughout the registration period/s.
- 4.3. To be involved in the daily pastoral care of the form group.
- 4.4. To be responsible for monitoring correct uniform of pupils/students in the form group and following up offenders.
- 4.5. To attend assemblies with the form group and supervise their movement from form room to the Hall and leaving the Hall after assembly.
- 4.6. To help monitor and raise achievement in the form group through regular tracking and action planning with individual pupils/students.
- 4.7. To be involved in Year Group activities.
- 4.8. To liaise closely with the Head of Year.

### **5. Child protection**

- 5.1. All staff are expected to be aware of the school's Child Protection Policy and be vigilant for the emotional, social and physical wellbeing of all pupils.
- 5.2. All staff are expected to be aware of the PREVENT strategy.
- 5.3. All staff should sign to say they have read and understood KCSIE and undertake any requests to show their awareness of this document.

### **Notes**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of Employment.
- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to the Teachers' Pay and Conditions of Service document.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Person Specification

- Qualified teacher status.
- Experienced, authoritative, specialised subject knowledge reflected in a good degree and an appropriate teaching qualification.
- Ability to inspire, motivate and mediate.
- Ability to plan and set expectations appropriately for a range of learning needs and styles.
- Ability to maintain and promote high expectations for students' behaviour and to maintain a good standard of discipline.
- Understanding of and ability to implement effective assessment for learning, including appropriate target setting, recording and reporting.
- Understanding of and ability to implement effective assessment of learning
- Ability to manage her/his own performance and professional development
- Successful and relevant teaching experience.
- A commitment to promote Fundamental British Values
- A commitment to the promotion of equal opportunities
- A Willingness to support the Christian ethos of the school