

The Astley Cooper School Job Description - Teacher

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document and the expectations of the 2012 Teachers' Standards and the Professional Skills Level Descriptors outlined in the school's Performance Appraisal Policy.

The main purpose of this role is to ensure high standards of achievement in the subject and to lead teaching and learning within the curriculum subject so that students make appropriate progress and enjoy their learning.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key accountabilities as Teacher are:

Teaching

- Plan and deliver lessons in accordance with the school policy on teaching and learning, department schemes of work and current National Curriculum programmes of study
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery
- Work in collaboration with the Teaching Assistants, and with other adults who may attend lessons to support students
- Know, and taken account of, students' prior levels of attainment and use them to plan lessons and set targets for future improvements
- Set work for students absent from school for health and disciplinary reasons
- Maintain good discipline by adherence to the advice given to staff in line with the policies and procedures
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour policy
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work

Assessment, Recording and Reporting

- Maintain notes and plans of lessons undertaken, and records of students' work
- Mark, monitor and return work within a reasonable and agreed time span in accordance with the school's marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate
- Complete student reports and progress grades in line with policy and as specified in the published calendar
- Attend the appropriate parents' events to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for students

Pastoral Work

- Undertake responsibility for a tutor group as required
- Be the first point of contact for parents of students in the tutor group, liaising with other staff as appropriate
- Communicate regularly with the Head of Year about any issues or concerns about individual students or the tutor group as a whole
- Monitor (and set targets for) the social and academic progress of individuals in the tutor group and be prepared to discuss these with parents
- Be prepared to deliver the tutorial programme during morning registration as required by the Head of Year
- Promote good attendance and monitor this in accordance with the school's attendance policy, ensuring that the school's Attendance Administrator receives information promptly and accurately
- Attend assemblies with the tutor group and encourage students to take an active role in presenting assemblies

Professional Standards

- Make the education of students the first concern and be accountable for achieving the highest possible standards of work and conduct
- Support the aim of the school and endeavour to promote the development of the school as a learning community
- Treat all members of the community, colleagues and students, with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities)
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc
- Take responsibility for their own professional development and participate in staff training when provided
- Reflect on their own practice as well as the practice of the school with the aim of improving all that we do
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the Staff Handbook, subject area/Key Stage documentation, etc
- Participate in the management of the school by attending various team and staff meetings according to the schedule set out in the school calendar
- Participate in school and department evaluation and programme for monitoring teaching and learning
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the Headteacher
- Be proactive and take responsibility for matters relating to Health and Safety

The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher.