

TEACHER

JOB SPECIFICATION



All teachers' job descriptions define the responsibilities of the post holder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD).
- To comply with Health and Safety at Work Legislation.

All teacher staff are responsible for promoting and safeguarding the welfare of students they are responsible for, or with whom they come into contact.

The post holder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

1. The Key Purpose of the Position

To contribute to raising standards of student achievement and attainment in a subject area(s) by teaching a timetable of lessons and supporting the subject leader in the achievement of whole school and department targets.

2. Line Management Responsibility

The teacher is line managed by the appropriate Head of Department and/or House Leader.

3. Main Responsibilities

A Teaching

- To have high expectations of all students based on relevant data.
- To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and the needs of the students.
- To assess, record and report on the attainment, attendance and progress of students keeping such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual or groups of students.
- To prepare and update subject materials, including schemes of work.
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.
- To assess students' work in line with school policies and procedures referring to student performance targets.

B Curriculum Provision and Development

- To assist the subject leader in the development of appropriate syllabuses, resources, schemes of work and teaching strategies.
- To contribute to the development and implementation of the subject's strategic development plan.
- To plan and prepare courses and lessons.
- To attend and contribute to subject meetings.

C Monitoring and Evaluation

- To use data, both externally and internally produced, to assess student performance and to develop appropriate courses of action.
- To review on a regular basis methods of learning and teaching.
- To produce interim and annual reports for all students taught in line with the school's assessment and reporting policy.

D Pastoral

- To be a form tutor to an assigned group of students.
- To liaise with the House Leader in implementing the school's policies.
- To register students and accompany them to assemblies.
- To enable, encourage and support a form's participation in the Student Council.
- To monitor student handbooks to ensure that homeworks are recorded as appropriate.
- To notify the designed Child Protection Officer immediately about any concerns relating to a student.
- To report to the House Leader problems experienced by students and how these may be resolved.
- To evaluate, monitor and report on the progress of each student.
- To communicate with parents and outside agencies as appropriate.
- To attend form tutor meetings as arranged by the House Leader.

E Other Responsibilities

- To participate in the school's staff development programme.
- To continue personal development in relevant areas especially subject knowledge and teaching methods.
- To engage actively with the school's performance management programme.
- Where appropriate, ensure the effective deployment of classroom support.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To communicate, where necessary with parents and external agencies, following school policies.
- To attend Open Evenings, Parents' Consultation Evenings.
- To attend morning assemblies.
- To attend staff briefings and meetings.
- To report to the school's Fire, Health and Safety Officer Fire, Health and Safety issues undertaking risk assessments where necessary.
- To undertake break duties as detailed in the staff Duty Rota.