



## Job Description

Post Title	<b>TEACHER</b>
Purpose:	<ul style="list-style-type: none"> <li>• To support and contribute to the values, mission and policies of the school and its future direction and success</li> <li>• To implement and teach an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area/subject as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/form tutor</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
Reporting to:	Principal Leader for Teaching and Learning
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies/Assistant Headteachers, teaching/support staff and other relevant personnel, agencies and parents.
Working Time:	195 days per year. Full time
Disclosure Level:	Enhanced
<b>MAIN CORE DUTIES</b>	
Operational/ Strategic Planning	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking and homework policies and teaching strategies in the Curriculum Area &amp; Department.</li> <li>• To contribute to the Curriculum Area and Department's Development Plan and its implementation.</li> <li>• To plan, prepare courses and lessons and carry out relevant assessment</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
Curriculum Provision:	<ul style="list-style-type: none"> <li>• To assist the Principal Leader, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
Curriculum Development:	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission &amp; Strategic Objectives</li> </ul>

<p>Staffing:</p> <p>Staff Development</p> <p>Recruitment/Deployment of Staff</p>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process</li> <li>• To ensure the effective/efficient deployment of classroom support.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek/.implement modification and improvement where required.</li> <li>• To review methods of teaching and programmes of work.</li> <li>• To take part, as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<p>Management Information:</p>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<p>Communications:</p>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or agencies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<p>Liaison and Transition:</p>	<ul style="list-style-type: none"> <li>• To ensure effective liaison with Primary Schools and Higher Education organisations in support of students' transitional arrangements</li> <li>• To take part in events such as Open Evenings/Days to demonstrate the quality of teaching, learning and achievement at the school</li> </ul>
<p>Management of Resources:</p>	<ul style="list-style-type: none"> <li>• To ensure the available resources are managed effectively</li> </ul>
<p>Other Specific Duties:</p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• To comply with the school's Health &amp; Safety Policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> </ul> |
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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 a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary 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 following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Signatures:**

**Teacher:** ..... **Date:** .....

**Headteacher:** ..... **Date:** .....