

## JOB DESCRIPTION

<b>Post Title:</b>	<b>TEACHER</b>
<b>Conditions of Employment:</b>	Refer to School Teachers' Pay and Conditions Document
<b>Disclosure level</b>	Enhanced
<b>Responsible to:</b>	Learning Leader
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>School Based Allowance (SBA):</b>	If in receipt of a SBA, refer to the targets issued for the Development Post. Post holders are to produce termly reports to Governors, targets will be monitored termly and will also form part of the appraisal process.
<b>PURPOSE</b>	<p>To be an effective professional, who demonstrates thorough curriculum knowledge, can teach and assess effectively, takes responsibility for professional development and supports students to maximise their potential.</p> <p>In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> <li>▪ Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area.</li> <li>▪ Monitor and support the overall progress and development of students as a teacher / Personal Tutor.</li> <li>▪ Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>▪ Contribute to raising standards of student attainment.</li> <li>▪ Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>MAIN (CORE) DUTIES &amp; ACCOUNTABILITIES</b>	
<b>Teaching, Learning and Progress</b>	<p>The responsibility of the teacher is to deliver a high quality learning programme and manage the learning of all students in the groups for which he/she is responsible, under the direction of the Learning Leader. This requires thorough planning, effective teaching and rigorous monitoring to achieve progression of learning.</p> <ul style="list-style-type: none"> <li>▪ Plan thoroughly and teach effectively, all lessons that promote the development of abilities and aptitudes of all students in classes and groups assigned, enabling them to make good and better progress</li> <li>▪ Differentiate and personalise planning and teaching to ensure the achievement of all learners including those with SEND</li> <li>▪ Ensure that planning meets the needs of the individual / groups of learners, make explicit use of prior learning and clearly identify students needing extra support</li> <li>▪ Understand and apply a range of teaching strategies</li> <li>▪ Positively target and support individual learning needs</li> <li>▪ Understand and apply effective classroom management</li> <li>▪ Maintain high levels of behaviour and discipline</li> <li>▪ Effectively use homework and other extra curricular learning opportunities</li> <li>▪ Monitor rigorously to ensure every student makes progress</li> <li>▪ Demonstrate consistent progress across all spectrums of background, ability and behaviour, that is in line, or exceeds, student progress targets</li> <li>▪ Work in partnership with additional adults, including Learning Support Assistants, planning together as appropriate and directing the support to have maximum impact on the learning of students</li> </ul>
<b>Monitoring, Assessment, Recording and Reporting</b>	<ul style="list-style-type: none"> <li>▪ Use internally set progress targets and performance data to evaluate pupils' progress and set appropriate targets for improvement</li> <li>▪ Use a range of assessment evidence to inform planning and teaching of appropriate lessons matched to the needs of all students</li> <li>▪ Use a range of assessment evidence to identify where specific help is required and inform differentiation and intervention strategies</li> <li>▪ Mark work regularly giving diagnostic feedback</li> <li>▪ Provide oral and written assessments, reports and references relating to individual</li> </ul>

	<ul style="list-style-type: none"> <li>students and groups of students</li> <li>▪ Participate in arrangements that prepare students for external examinations</li> <li>▪ Assess students for the purposes of internal and external examinations, recording and reporting such assessments</li> <li>▪ Participate in parents' evenings / events to report on progress, learning, personal development and well-being</li> <li>▪ Report on progress to all stakeholders</li> </ul>
<b>Climate for Learning</b>	<ul style="list-style-type: none"> <li>▪ Promote and maintain an appropriate climate for learning among students in line with school policies and the school's ethos</li> <li>▪ Safeguard the health and safety of students on school premises and when they are engaged in authorised school activities elsewhere</li> </ul>
<b>CPD and Performance Management</b>	<ul style="list-style-type: none"> <li>▪ Participate in arrangements for performance management</li> <li>▪ Participate in curriculum and whole school self-evaluation activities to review teaching, planning and learning</li> <li>▪ Participate in CPD including in joint-practice development with other teachers to secure continuous improvement</li> </ul>
<b>Pastoral Duties</b>	<ul style="list-style-type: none"> <li>▪ Be a personal tutor to an assigned group of students</li> <li>▪ Promote the general progress and well-being of individual students and of the form tutor group as a whole</li> <li>▪ Liaise with the Deputy Headteacher and relevant members of SLT to ensure the implementation of the school's pastoral system</li> <li>▪ Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life</li> <li>▪ Contribute to the preparation of Action Plans, progress files and other reports</li> <li>▪ Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved</li> <li>▪ Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff</li> <li>▪ Contribute to PSHCE, citizenship and enterprise according to school policy</li> </ul>
<b>Other Professional Requirements</b>	<ul style="list-style-type: none"> <li>▪ Have a working knowledge of teachers' professional duties and legal liabilities</li> <li>▪ Operate at all times within the stated policies and practices of the school, including professional duties</li> <li>▪ Perform duties as part of a duty team</li> <li>▪ Maintain an up to date knowledge of good practice in teaching techniques</li> <li>▪ Know subject(s) or specialism(s) to enable effective teaching</li> <li>▪ Take account of wider curriculum developments</li> <li>▪ Contribute positively and effectively to the Inclusion agenda</li> <li>▪ Undertake professional development to enhance teaching and pupils' learning, and: apply outcomes and identify impact; share outcomes with colleagues</li> <li>▪ Take responsibility for professional learning</li> </ul>

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.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

The school will endeavour to make any necessary reasonable 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 the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Endorsement**

I accept the specified job description. Name: .....

Signed: ..... Date: .....