

## **Job Description: Teacher**

### **Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the college's responsibility to provide and monitor opportunities for personal and academic growth.

### **Reporting to:**

Head of Department and Assistant Headteacher responsible for Data

### **Responsible for:**

- The provision of a full learning experience and support for students.

### **Liaising with:**

- Head/Deputies, teaching/support staff LEA representatives, external agencies and parents

### **Working time:**

- 195 days per year. Full time.

### **Main Core Duties:**

#### **Operational/Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Development.

- To contribute to the Curriculum Area and Department's development plan and its implementation.

#### **Curriculum Provision:**

- To assist the Head of Department and the SMT Line Manager to ensure that the curriculum area provides a range of teaching which compliments the College's strategic objectives.

#### **Curriculum Development:**

- 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 College's Mission and Strategic Objectives.

#### **Staff Development:**

- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the College.

#### **Quality Assurance:**

- To help to implement college quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/development in line with agreed college procedures, including evaluation against quality standards and performance criteria.
- To review from time to time methods of teaching and programmes of work.
- 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 college.

#### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up to date information for MIS, registers etc.
- To complete the relevant documentation to assist in the tracking of students.

**Communications:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the college
- To follow agreed policies for communications for the college.

**Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings, Parent Evenings, Review Days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

**Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and the students.

**Pastoral System:**

- To act as a form tutor to a group within any year 7 – 11.
- To evaluate and monitor the progress of students and keep up to date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to college policy.
- To apply the behaviour management systems so that effective learning can take place.

**Teaching:**

- To teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in college and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and college subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the college's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, department and college procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required

**Other Specific Duties:**

- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the college in meeting its legal requirements for worship.
- To promote actively the college's corporate policies.
- To continue personal development as agreed.
- To comply with the college's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other reasonable duty requested by the Headteacher.