

JOB DESCRIPTION

JOB TITLE:	Class Teacher – Main Scale
HOURS:	Full time
GRADE:	MPS
POST NUMBER:	25056

JOB PURPOSE

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in a designated curriculum area

To monitor and support the overall progress and development of students as a teacher and 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 school's responsibility to provide and monitor opportunities for personal and academic growth

Core Duties

- To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the curriculum area and faculty
- To contribute to the school's and department's development plan and its implementation
- To plan and prepare medium and short term programmes of learning
- To contribute to the whole school's planning activities
- To assist the Head of Faculty to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- 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 aims and objectives
- To take part in the school'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 and efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school
- To apply the Behaviour Management systems so that effective learning can take place
- To adhere to the teacher standards and school's code of conduct
- Fulfil the professional responsibilities outlined in the current School Teacher's Pay and Conditions Document

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school 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, and to contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching / learning experience of students
- To undertake a designated programme of teaching and learning
- 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 school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To implement the schools' behaviour and rewards policies / programme
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written / verbal and diagnostic feedback as required

Quality Assurance:

- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria
- To seek and implement modification and improvement when required
- To review from time to time methods of teaching and programmes of learning
- 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

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for reports, progress checks, exam entries, registers etc
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning

Communications

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

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings etc. and liaison events
- 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 Faculty to identify resource needs and to contribute to the efficient and 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 school, department and students

Other Specific Duties

- To play a full part in the life of the school community and to support its policies and ethos
- To promote actively whole school policies
- To continue professional development as agreed
- To comply with all school policies including Safeguarding and Child Protection and Health & Safety undertaking risk assessments as appropriate
- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified
- The job description is current at the date issued, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade and job title
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within 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 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