

## **JOB DESCRIPTION FOR TEACHER**

### **1. TEACHING**

- Plan work in accordance with subject schemes of work .
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Learning Support Assistants attached to any teaching group.
- Take account of students' prior levels of attainment and use them to set targets for future improvements and plan curriculum provision
- Set work for students absent from school for health or disciplinary reasons.
- Maintain good classroom management by adherence to the advice given to staff in the staff handbook and elsewhere.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour policy.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.

### **2. ASSESSMENT, RECORDING & REPORTING**

- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work in line with school policy and provide constructive oral and/or written feedback and clear targets for future learning as appropriate.
- Carry out assessment programmes (e.g. reports) as agreed by the school policy.
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

### **3. PASTORAL WORK**

- Undertake responsibility for a personal tutor group as required including tutor/student interviews.
- Be the first point of contact for parents of students in the personal tutor group.
- Monitor the social and academic progress of individuals in the personal tutor group.
- Be prepared to undertake responsibility report writing, references and other forms of record for personal tutor group and support the application process to post 16.
- Promote good attendance and punctuality and monitor in accordance with the school's attendance procedures.

## **PROFESSIONAL STANDARDS**

- Support the aims of the school to promote a “learning community”.
- Treat all members of the community, colleagues and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as open evenings. (as appropriate to their responsibilities).
- Support the ethos of the school by upholding the behaviour policy, uniform regulations etc.
- Take responsibility for own professional development and participate in staff training when provided.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the staff handbook, subject team and house documentation etc.
- Participate in the management of school by attending various team and staff meetings as published in the school calendar.
- Undertake duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake professional duties that may be reasonably assigned to them by the Headteacher.
- Be proactive and take responsibility for matters relating to health and safety