**POST:**  **TEACHER**

**MPS→UPS3 Meeting requirements for each stage**

**Disclosure Level: Enhanced**

**POSTHOLDER:**

**LINE MANAGER: SUBJECT LEADER**

1 **Job 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 School’s responsibility to provide and monitor opportunities for personal and academic growth.

2 **Principal responsibility**

* The provision of a full learning experience and support for students
* Liaison with Principal, SLT, teaching/support staff, LA representatives, external agencies and parents

1. **Main (Core) Duties**

**Operational/Strategic Planning**

* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment, and teaching strategies in the curriculum area/department
* To contribute to the curriculum area/department’s development plan and its implementation
* To plan and prepare courses and lessons.
* To contribute to whole school planning activities

**Curriculum Provision**

* To assist the Teaching and Learning Co-ordinator to ensure that the curriculum area provides a range of teaching which complements the School’s strategic objectives.

**Curriculum Development**

* To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the School’s Strategic Objectives

**Staffing**

* 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/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.

**Quality Assurance**

* To help to implement School quality procedures and to adhere to these.
* 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. To seek/implement modification and improvement where required.
* 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 School.

**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.
* To track student progress and use information to inform teaching and learning, putting intervention measures in place as required.

**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, 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 Subject Leader/Teaching and Learning Co-ordinator 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 School, department and the students.

**Pastoral System**

* To be a Form Tutor to an assigned group of students
* To promote the general progress and well-being of individual students and of the Form Group as a whole
* To liaise with Directors of Learning to ensure the implementation of the School’s Pastoral System
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* 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 School concerned in connection with the welfare of individual students, after consultation with the appropriate staff.
* To contribute to the pastoral curriculum
* 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 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, 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 School 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 School’s procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
* 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.

1. **Other Specific Duties**

* To play a full part in the life of the School community, to support its mission and ethos and to encourage staff and students to follow this example.
* To support the School in meeting its legal requirements for worship
* To promote actively the School’s corporate policies
* To continue personal development as agreed
* To comply with the School’s Health and Safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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 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.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principall to reflect or anticipate changes in the job commensurate with the grade and job title.