

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, other current education legislation and the policies of the Trust. The teacher shall carry out these professional duties as circumstances may require, under the reasonable direction of the Executive Principal. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to annual review with the line manager / Principal.

All posts within school are subject to an enhanced disclosure.

The purpose of the post: To deliver to students an appropriate high quality educational experience reflecting the policies, aims and values of the school, by enabling every student to achieve his / her maximum potential.

The post holder reports to: the relevant Head of Faculty and Head of Year.

Key Accountabilities

<p>1 – Teaching and learning:</p> <ul style="list-style-type: none"> a) To undertake an allocated programme of teaching and contribute to the development of schemes of work. b) To prepare, organise and deliver high quality lessons using a variety of methods / resources which will stimulate learning appropriate to student needs and the demands of programmes of study c) To ensure effective setting and marking of work to be carried out by the student in school and elsewhere. d) To assess, record and report on the progress, development, attainment and attendance of students and to keep such records as are required. e) To ensure that ICT, Literacy and Numeracy are reflected in the teaching / learning experience of students f) To maintain good discipline in class and around the school, actively promoting good practice with regard to punctuality, behaviour, standards of work and homework. g) To be proactive in applying school Health and Safety practices and policy
<p>2 – Assessment and Reporting:</p> <ul style="list-style-type: none"> a) To undertake assessment of students as required by the departmental, school and examination boards b) To adhere to published deadlines relating to assessment and reporting c) To provide, or contribute to, oral and written assessments of individuals and groups of students d) To communicate with parents through established school structure and procedures
<p>3 – Support and guidance:</p> <ul style="list-style-type: none"> a) As Form Tutor, provide advice and guidance to an assigned group of students on educational and social matters, acting as the first point of contact for colleagues and parents b) To monitor the academic progress of members of the tutor group and provide support where needed c) To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. d) To implement school procedures for tutor time particularly in terms of uniform expectations and regular monitoring of student planners e) To encourage members of the tutor group to participate fully in the life of the school, in order to gain maximum benefit for membership of the school community.
<p>4 – Professional requirements:</p> <ul style="list-style-type: none"> a) To ensure that students are safe and protected whilst at school and that all suspected child protection incidents are reported to the Designated Safeguarding Lead. b) Establish effective working relationships and set a good example through dress, communication and conduct c) Adhere at all times to the requirements of the school's Code of Conduct for staff and the Teacher Standards. d) To participate in appropriate scheduled departmental, pastoral, staff and parent meetings e) To undertake supervision of students as detailed in the published duty lists f) To take a full and committed part in their own Appraisal in line with school policy g) Take responsibility for their own professional development h) To communicate as necessary with persons or bodies outside the school i) Have a working knowledge of teachers' professional duties and legal liabilities
<p>5 – Other:</p> <ul style="list-style-type: none"> a) In addition, carry out other duties as reasonably required by the Principal