



### Job Description

Role Title	Typically reports to	
Teacher	Curriculum Leader	
JE Code	Grade	Date of profile
	Main Scale	September 2022
Purpose of the role (job statement)		
<ul style="list-style-type: none"> <li>The provision of a full learning experience and support for students.</li> </ul>		
Main Duties:-		
<ul style="list-style-type: none"> <li>To safeguard and promote the welfare of young people.</li> <li>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.</li> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area(s) as appropriate.</li> <li>To monitor and support the overall progress and development of students as a teacher/Form Tutor.</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>To contribute to raising standards of student attainment.</li> <li>To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>To contribute to the delivery of the key outcomes of Every Child Matters: stay safe; be healthy, enjoy and achieve; economic well-being; make a positive contribution.</li> </ul>		
Responsibilities:-		
<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>To ensure the Additional Educational Needs of all students are catered for.</li> <li>To ensure that ICT, Literacy, Numeracy, PSHCE, enterprise education, work related learning and school subject specialism(s) are reflected in teaching/learning experience of students.</li> <li>To undertake a designated programme of teaching,</li> <li>To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>To prepare and update subject materials.</li> <li>To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>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.</li> </ul> <p><b>Pastoral System:</b></p> <ul style="list-style-type: none"> <li>To be a form tutor to an assigned group of students.</li> <li>To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>To liaise with a Lead Learning Coordinator/ Learning Coordinator to ensure the implementation of the College's Pastoral System.</li> </ul>		



- To register students, remain with students in assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life.
- To contribute to and deliver the College's tutorial programme.
- 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 PSHCE and enterprise education according to College policy.
- To apply the behaviour management systems so that effective learning can take place.

#### **Operational and Strategic Planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole College's planning activities.
- To promote and participate, where appropriate, in the College's provision for initial teacher training.
- To participate in and contribute to meetings as outlined in the annual meetings schedule.

#### **Curriculum Provision:**

- To assist the Curriculum leader, the appropriate AHT, to ensure that the curriculum area provides a range of teaching which complements 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 recruitment, Deployment and CPD:**

- To contribute to the recruitment, induction and professional development of other staff as appropriate.
- To take part in the College's staff development programme by participating in the 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 process in accordance with the Performance Management Policy.
- 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 implement College quality procedures and to adhere to those.
- To contribute to the process of College Self Review in line with agreed College 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 College.

**Assessment:**

- To maintain appropriate records and to provide relevant accurate and up-to-date, information for the management information system (MIS), registers etc
- To complete the relevant documentation to assist the tracking of students.
- To track student progress and use information to inform teaching and learning.
- 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 undertake assessment of students as requested by external examination bodies, departmental and College procedures.
- To mark, grade and give written, verbal and diagnostic feedback as required.

**Communications:**

- To communicate effectively with students.
- To communicate effectively with 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 in the College.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Target Setting Meetings and liaison events with partner institutions.
- 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 in identifying 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.

**Other Specific Duties:**

- To support the College in meeting its legal requirements for worship.
- To promote actively the College's corporate policies.
- To continue own personal development as agreed.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate, including in relation to visits off-site.
- To undertake supervisory duties as outlined in the annual schedule.
- To organise for appropriate work to be done by students for known absences from duty.
- To undertake any other duty specified by STPCD not mentioned in the above.



Person Specification			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> <li>Knowledge of current educational developments in the subject</li> <li>Ability to use comparative data to establish benchmarks, target resources and raise achievement</li> <li>Experience of working with staff to develop practice and raise standards</li> </ul>	E E D	A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Graduate Status, preferably in subject taught and a good degree</li> <li>Taught (preferably across the ability range) at KS3 and KS4</li> <li>Taught Post-16</li> <li>Good examination outcomes with KS4/5</li> <li>Using ICT in teaching</li> </ul>	E E E D D D	A A A I A I A I A I
Experience	<ul style="list-style-type: none"> <li>Excellent classroom practitioner with evidence of practice at KS3 and 4</li> <li>Excellent classroom practitioner with evidence of practice at Post-16</li> <li>Evidence of teaching experience within a specialist curriculum area and extra-curricular areas</li> <li>A good understanding of current thinking about learning and assessment</li> <li>Knowledge of the uses of ICT as a teaching and learning tool</li> <li>An effective communicator – verbal and written, to individuals, and groups</li> <li>Able to foster an open, fair and equitable culture, enthuse and motivate people</li> <li>Ability to build trust with partners and act in an ambassadorial role for the school</li> </ul>	E D E E E E E E	A I A I A I A I A I A I A I A I
Disposition	<ul style="list-style-type: none"> <li>The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body</li> <li>To uphold the school's policy in respect of child protection matters</li> <li>All staff members participate in the school's performance management /appraisal scheme</li> </ul>	E E E	A I A I A I
Conditions of Service			
National Joint Council			

Signature of post holder \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of headteacher \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

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.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.