

JOB DESCRIPTION POST

Job Title: **TEACHER**

Grade: **Main Scale Teacher**

Responsible to: **Line Manager**

The following provides the overall strategy and remit of the post holder. It should be read in conjunction with the Strategic Plan, School and Departmental Improvement plans and Performance Management, documentation to provide the key impact and outcomes expected for the academic year ahead.

KEY ROLE:

The post holder is responsible for:

All teachers are reminded of the core responsibilities and expectations required of all class room teachers:

- To have a thorough and up to date knowledge of the teaching of your subject(s), and take account of wider curriculum developments, which are relevant to your work
- To consistently and effectively plan lessons and sequences of lessons, to meet pupils' individual needs
- To consistently and effectively use a range of appropriate strategies for teaching and classroom management
- To consistently and effectively use information about prior attainment to set well-grounded expectations for pupils, and monitor progress to give clear and constructive feedback
- To ensure that as a result of your teaching, your pupils achieve well in relation to their prior attainment, making progress as good as or better than similar pupils nationally
- To take responsibility for your own professional development and use outcomes to improve your teaching and pupils' learning
- To make an active contribution to the policies and aspirations of the school
- To be an effective professional who challenges and supports pupils to do their best.
- To contribute to the pastoral care, safety and welfare of all students
- To be aware of the professional duties, standards and the statutory framework within which you work

This core purpose will be achieved by:

Maintaining a focus on teaching and learning
Exercising professional skills and judgement

MAIN DUTIES AND RESPONSIBILITIES

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Signature: **Date:**

Line Manager's Signature: **Date:**

