



Kingsmead School Job Description - Teacher

Job title:	Teacher
Grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document
Teaching commitment:	43 periods per fortnight
Responsible to:	The Headteacher, Curriculum Leader and the governing body
Responsible for the performance of:	Students in classes taught and support staff and other adults in classes taught

Main purpose of the job:

- Be responsible for the learning and achievement of all students in allocated classes ensuring equality of opportunity for all.
 - Be accountable for achieving the highest possible standards in student progress and attainment.
 - Be responsible for creating and maintaining a positive Climate for Learning.
 - Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students.
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
 - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*.
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Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the *Teacher Standards (2012)*. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching & Learning

- Undertake a designated programme of teaching using a variety of delivery methods appropriate to student needs and demands of the syllabus and which will stimulate learning and is in line with Kingsmead pedagogy.
- Be responsible for the preparation and development of teaching materials, teaching programmes and tutor programmes as appropriate.
- Be aware of students' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn.
- Assist in the identification of resource needs and the efficient/effective use of physical resources, including classrooms.
- Plan and communicate the role of learning support staff in the classroom, liaising with them as appropriate.
- Contribute to the development of effective subject links with external agencies.
- Be accountable for the attainment, progress and outcomes of students taught.



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- Have a clear understanding of the needs of all students, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of numeracy and literacy including the correct use of spoken English.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of achievement.
- Make accurate and productive use of assessment to secure students' progress.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Assess, record and report on the attendance, progress, development and achievement of students and maintain such records as required.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Promote the students' spiritual, moral, social and cultural development in line with school and curriculum area priorities.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly and in line with the school behaviour policy.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- Undertake supervision duties at break and immediately before/after school as set out in the annual duty rotas.

Role as a Learning Tutor

- Be a Learning Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- Contribute to a positive House ethos through a range of activities including promotion of the House charity and delivery of competition within and between the Houses.
- Liaise with Heads of House and Student Support Workers to implement student management systems.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans, progress files and other reports.
- Participate in Review Days to review student progress and agree improvement targets.
- Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.



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- Communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of students, after consultation with the appropriate staff.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods.
- Ensure that colleagues are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

Fulfil wider professional responsibilities

- Play a full part in the life of the school community, supporting its distinctive mission and ethos including support of charity work and wider curriculum activities.
- Work collaboratively with others to develop effective professional relationships.
- Take part in marketing and liaison activities such as Open Evenings and activities in partnership with local primary schools.
- Participate in the school's monitoring and self-evaluation procedures.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

Professional development

- Regularly review the effectiveness of own teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving own teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of appraisal.
- Proactively participate with appraisal arrangements.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.



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Notes

- This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either with contract changes or as the organisation of the school is changed. This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken 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.

