

## **JOB DESCRIPTION: Secondary School Teacher**

Created January 2021 for academic year 2021/22

### **Salary**

The post holder will be paid on the appropriate point of the main scale.

### **Line of responsibility**

The teacher is directly responsible to the Head of Department on curriculum matters and the Head of Year for pastoral issues.

### **JOB CONTENT**

#### **Strategic purpose**

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. The post holder shall maintain a good understanding of whole College curriculum, assessment and pastoral policies.

#### **Core responsibilities**

##### **Teaching:**

- Plan work in accordance with departmental schemes of work and National Curriculum Programmes of Study
- Publish lesson plans and homework on Moodle in accordance with College Policy
- Take account of students' prior levels of attainment and use them to set future targets
- Set work when required for absent students
- Maintain good discipline by following the College's student disciplinary policies and procedures
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities
- Maintain excellent classroom management with due regard to health and safety policies
- Set appropriate and challenging work for all students
- Ensure effective setting of homework and ensuring comprehensive feedback to students
- Identify and work appropriately with 'special educational needs' students and all identified student groups
- Attend and contribute to key stage, subject, team and full staff meetings
- In relation to the College's strategic plan, contribute towards the goals and targets
- Maintain a professional interest in educational initiatives relevant to the teacher's subject/s

##### **Assessment, recording and reporting:**

- Keep appropriate records of students' work in line with College policy
- Mark and return work set, including homework, within an agreed and reasonable time
- Apply the College's Assessment Policy when marking students' work
- Complete student reports in line with College policy
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets

**Pastoral work:**

- Undertake responsibility for a form group
- Monitor and set targets for the social and academic progress of all students in the form
- Endeavour to build a good relationship with the students in the form, so that they will look to the teacher for support and advice
- Command high standards of student behaviour and conduct at all times and support the College in its application of related policies
- Report issues of concern to the appropriate senior staff
- Maintain an accurate register of attendance and do everything possible to encourage good attendance

The teacher will be part of the College's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The College will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date

**Conditions of employment:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder should uphold the College's policy in respect of Child Protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory requirements as detailed in the most recent School's Teachers' Pay and Conditions Document.
- Provision is made for planning, preparation and assessment (PPA) time, in accordance with the requirement for all teachers at a College with timetabled teaching commitments to hold a contractual entitlement to guaranteed PPA time within the timetabled teaching day.
- The amount of guaranteed PPA time will be set as a minimum of at least 10% of a teacher's timetabled teaching time.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members are required to participate in the College's Performance Management scheme.