

Job Description	
Position	Teacher
Post Holder	
Responsible to	Head of Faculty

The duties outlined in this job description are in addition to those covered by the latest STPCD. It may be modified by the Headteacher with the agreement of the postholder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Objectives

- To be responsible to their line manager, the Headteacher and Senior Leadership Team of the school for ensuring the general good order and discipline of the school, and in the implementation of all policies;
- To have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related;
- To be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all;
- To be responsible and accountable for achieving the highest possible standards in work and conduct;
- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors and other relevant parties in the best interests of each pupil;
- To act within the statutory frameworks which set out professional duties and responsibilities and in line with the duties outlined in the current *School Teachers' Pay and Conditions Document and Teacher Standards*
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school

Specific responsibilities for all teachers

Teaching and Learning

1. Teach good and outstanding lessons.
2. Teaching with due regard to current Health and Safety legislation.
3. Planning and preparing schemes of learning and lessons.
4. Teaching the full range of KS3, KS4 and KS5 classes according to their educational needs, the students assigned to her/him, including the setting and marking of work to be carried out by the student in the school and elsewhere.
5. Promoting the general progress and well-being of individual students and of any class or group of students assigned to her/him.

6. Advising and co-operating with the Headteacher and other teachers, as well as other adults providing in-class partnership teaching, on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of learning, methods of teaching and assessment and pastoral arrangements.
7. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
8. Taking such part as may be required of her/him in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the school.
9. To develop and implement extra curriculum provision, both intervention and extra-curricular to raise pupils participation and engagement in all areas of the subject delivered.

Assessment, Tracking Student Progress & Reporting To Parents /Carers

1. Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations; and participating in arrangements for and supervision during such examinations.
2. Assessing, recording and reporting on the development, progress and attainment of students.
3. Providing or contributing to oral and written assessments, reports and references for individual students and groups of students.
4. Keeping records of the achievement and progress of students.
5. Keeping records of, and profiles on, the personal and social needs of students.

Pastoral Support & Guidance

1. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
2. Maintaining good order and discipline among students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised activities elsewhere.
3. Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.
4. To act as a tutor to a designated group and to act as academic tutor to that group, supporting students in achieving the highest possible standards through setting and monitoring challenging targets.

Performance Management & Continuous Professional Development

1. Ensure adherence to the Teacher Standards.

2. Participating in any arrangements within an agreed national framework for the appraisal of her/his performance and that of other teachers.
3. Reviewing from time to time her/his methods of teaching and programmes of work.
4. Participating in arrangements for her/his further training and professional development as a teacher.
5. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her/his supervision and training.
6. Working towards meeting of Threshold Standards and/or evidence of meeting the criteria for UPS and TLRs.
7. Undertake any reasonable direction from the Headteacher.

School Ethos

For The King's School staff in general:

- to play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same;
- to positively uphold the Christian ethos of the school;
- to actively support the school's policies and aspirations;
- to adhere to the staff code of conduct;
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

Postholder Signature: _____ **Date:** _____

Headteacher Signature: _____ **Date:** _____