

## **JOB DESCRIPTION: TEACHER (MAIN SCALE)**

<b>SCHOOL</b>	<b>Clyst Vale Community College</b>
<b>ACADEMIC YEAR:</b>	<b>2016-17</b>
<b>POST:</b>	<b>Teacher of English 0.8 (0.4 will be considered) Adoption Leave Cover</b>
<b>SALARY SCALE:</b>	<b>MPS</b>
<b>HOURS OF WORK:</b>	<b>Outlined in “working time” section of the current Teachers’ Pay &amp; Conditions Document</b>

### **Job Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal.

### **Areas of Responsibility and Key Tasks**

#### **Planning, Teaching and Class Management**

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying and differentiating for students in vulnerable groups;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the College's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. make effective use of formative assessment including effective questioning, listening to students and giving attention to errors and misconceptions, in particular focusing on APP and AfL strategy materials
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support.

### **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.

### **Curriculum Development**

Contribute to the College and Subject's planning activities.

### **Pastoral Duties**

- Be a form tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaise with the Pastoral Leader to ensure the implementation of the College's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSD and other cross-curricular themes according to College policy.

### **Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- demonstrate a commitment to safeguarding and child protection policies
- operate at all times within the stated policies and practices of the College;
- know subject(s) or specialism(s) to enable effective teaching;
- establish effective working relationships and set a good example through presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and students;
- contribute to the corporate life of the College through effective participation in meetings and management systems necessary to coordinate the management of the College;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors as appropriate.

## **TO WHOM RESPONSIBLE**

### **Head of English**

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 may 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.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A, and the Professional Standards for Teachers.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.