



## **JOB DESCRIPTION**

**Name:**

**Post Held:** Teacher of \_\_\_\_\_

**Responsible to:** Director of Learning or Subject Leader \_\_\_\_\_

### **KEY DUTIES AND RESPONSIBILITIES (SPECIFIC):**

#### **Teaching and Learning**

- To plan lessons in accordance with departmental schemes of learning, national curriculum programmes of study and exam specifications (if applicable) and using prior levels of attainment.
- To maintain good classroom management by following the College's Behaviour and Rewards Policy and procedures.
- To provide a positive and purposeful working atmosphere that is conducive to learning.
- To issue rewards in accordance to the DSTC Star Reward system.
- To be responsible for the behaviour, uniform, attendance and punctuality and for all matters of student conduct within your classes.
- To provide appropriate stretch and challenge for all students and, in particular, designated Academically Most Able (AMA) students.
- To ensure tasks are differentiated/personalised (as appropriate) to ensure all students make above expected progress.
- To provide appropriate provision for vulnerable groups including personalised strategies.
- To be responsible for the planning, monitoring and evaluation of provision of teaching and learning within the classes you manage.
- To follow DSTC protocols for any absences and set appropriate cover work when needed.
- To set work when required for absent pupils.
- To be responsible for implementing Reading, Writing, Communication and Mathematics (RWCM) strategies in lessons.
- To be responsible for training and use of directed time as determined by your Line Manager.
- To be responsible for the physical environment of the College within your area.
- To participate, as appropriate, in meetings at the College which relate to the curriculum, administration or organisation of the College.
- To attend Teaching of SEND Students (TOAST) meetings for the students that you teach or are in your Form Group.
- To maintain an accurate register of attendance at all times.

#### **Assessment, Recording and Reporting**

- To keep appropriate records of students' work in accordance with departmental policies.
- To ensure accurate entry of data on the system and meeting the deadlines for entries.
- To be responsible for the tracking of student progress within your classes.
- To track, recognise and act on students achieving and under-achieving.
- To adhere to the College's Marking and Feedback Policy at all times.
- To mark and return work set, including homework, within an agreed and reasonable time.
- To carry out assessment programmes as agreed by the College or department.
- To complete student reports in line with College policy.
- To attend parents' evenings as required and keep parents informed about their child's progress and future targets.

#### **Performance Management and Professional Development**

- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To continue own professional development in the relevant areas including subject knowledge and teaching methods.
- To participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.

**KEY DUTIES, RESPONSIBILITIES and VALUES (GENERAL):**

**Safeguarding**

- To be committed to safeguarding and promoting the welfare of all young people.
- To undertake annual safeguarding training.
- To report any safeguarding concerns to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL).
- To follow the principles of the DSTC Safeguarding Triangle.
- To adhere to the Staff Code of Conduct.

**Pastoral**

Responsibilities as a Form Tutor will include:

- To adhere to the Tutorial Programme as directed by the Raising Standards Leader.
- To attend assembly with your Form Group unless a dispensation has been given.
- To promote the general progress and well-being of individual students and of the Form Group as a whole.
- To build good relationships with your tutees so that they will look to you for support and advice.
- To help students with individual guidance as necessary.
- To report any issues of concern to the Pastoral Leader and Raising Standards Leader.
- To maintain an accurate register of attendance and do everything possible to encourage good attendance.
- To deal with other returns and requests for information about students in the Form Group as required.
- To implement the College Policy on personal appearance, uniform and behaviour of the pupils.
- To support in the monitoring of students who are on report in accordance to the behaviour policy.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

Signed ..... Date .....  
(Principal)