

GENERIC JOB PROFILE QUALIFIED TEACHER

School:

Post Title:

Level:

Main Scale Point:

Name of Teacher:

Line Manager:

Subject Leader)*

Disclosure level

Enhanced

**(All staff are ultimately responsible to the Headteacher)*

1. PURPOSE AND ACCOUNTABILITY

1. To ensure that students learn and develop effectively and in a disciplined way
2. To implement and deliver an appropriate broad and balanced curriculum for students
3. To facilitate a learning experience which provides students with the opportunity to achieve their potential
4. To contribute to the planning of programmes of study and lessons as well as the evaluation of teaching and learning within the department
5. To monitor and support the overall progress and development of students as a Form Tutor
6. To ensure that every student has a meaningful and enjoyable educational experience

2. Teaching

- 2.1 To carry out the duties of a school teacher as set out in Pay and Conditions Document 2005 and subject to any amendments due to government legislation. This includes any duties as may be reasonable directed by the Headteacher.
- 2.2 To ensure a high quality learning experience for students which meets internal and external standards
- 2.3 To demonstrate a thorough and up-to-date knowledge of the teaching of your subject and take account of wider curriculum developments which are relevant to your work.
- 2.4 To plan lessons and sequences of lessons to meet pupils' individual learning needs.
- 2.5 To prepare and update subject materials
- 2.6 To use a range of appropriate strategies for teaching and classroom management.

2. Teaching (cont)

- 2.7 To use information about prior attainment to set well-grounded expectations for pupils and give clear and constructive feedback.
- 2.8 To assess, record and report on the attendance, progress, development and attainment of students.
- 2.9 To ensure that ICT, Literacy, Numeracy and B&E are reflected in the teaching/learning experience of the students.

3. Behaviour for Learning

- 3.1 To maintain discipline in accordance with the school's procedures.
- 3.2 To encourage good practice with regard to punctuality, behaviour, standards of work and homework

4. Curriculum development

- 4.1 To assist in the development of appropriate resources, policies and teaching strategies in your subject area(s)
- 4.2 To contribute to the subject development plan and its implementation
- 4.3 To assist in the process of curriculum development and change, ensuring continued relevance to the students' needs
- 4.4 To assist Subject Leader in identifying resource needs and to contribute to the efficient/effective use of resources

5. Communication

- 5.1 To communicate effectively with parents of students as appropriate
- 5.2 To contribute to the development of effective subject links outside of school.
- 5.3 To communicate and co-operate with relevant persons or agencies outside of school eg exam board

6. Student Support

- 6.1 To be a Form Tutor to an assigned group of students
- 6.2 To promote the progress and well-being of the group of students
- 6.3 To contribute to the preparation of action plans, progress files and other reports
- 6.4 To communicate with parents and agencies outside school when appropriate and after consultation with relevant staff
- 6.5 To contribute to PSHE/Citizenship/B&E according to school policy
- 6.6 To register students, accompany them to assembly, encourage their full participation in school life
- 6.7 To monitor and address standards of behaviour, punctuality and dress

7. Professional Development

- 7.1 To continue personal development in the relevant areas including subject knowledge and teaching methods
- 7.2 To engage actively in the Performance Management Review process
- 7.3 To participate in the school's staff development programme by participating in arrangements for further training and professional development

8. School Ethos

- 8.1 All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards.
- 8.2 Make an active contribution to the policies and aspirations of the school
- 8.3 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate

Note

The above job description was agreed on(date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Signed (Teacher) Date

Signed (Headteacher) Date