



**Job Description**

**KS 3 & 4 Teacher**

**Responsible to the Head Teacher**

**Overall purpose of Job**

To work under the reasonable direction of the Head Teacher/Senior Leadership Team to teach classes and take responsibility for a curriculum area across the department and perform such particular duties as may reasonably be assigned in accordance with the needs of the school.

**Relationships**

Responsible to Head Teacher/Senior Leadership Team

Liaison with school staff, Channels and Choices Community, Foster Carers, Parents (as appropriate), Local Authorities, other professional and external agencies.

**Principal Duties**

Although not exhaustive, the following duties (and such other duties as the Headteacher may reasonably require) shall be deemed to be included in the duties which a teacher may be required to perform, in addition to other tasks necessitated by a change in role within the organisation.

**Teaching**

* Planning and preparing courses and lessons
* Teaching in accordance to their educational needs, including setting and marking or pupil’s work
* Assessing, recording and reporting on the development, progress and attainment of pupils

**Making assessments and reports on pupils**

* Providing and contributing to oral and written assessment, reports and references relating to individual and groups of pupils

**Other Activities**

* To have responsibility as Form Tutor for a group of pupils with responsibility for maintaining appropriate class records and for their pastoral well-being.
* Promoting the general progress and well-being of individual pupils and of any class or group of pupils
* Providing guidance and advice on pupil’s educational and social matters, on their further education and future career planning
* Making records and reports on the personal and social needs of pupils
* Communicating and consulting with the care staff, foster carers and where appropriate, parents of pupils
* Participating in relevant meetings
* To be available for lunch and break duties
* To actively support the school and adhere to the company policies
* To actively support the Positive Relationships, Physical Intervention and Positive Handling Policies of the school. This will include using agreed interventions to maintain the safety of all pupils and staff and the discipline of the school.
* To contribute to the development of a positive work ethos and happy working environment.

**Appraisal**

Participating in arrangements made in accordance with the organisations appraisal process

**Reviewing, Induction, Training & Development**

Reviewing from time to time methods of teaching and programmes of work

Participating in arrangements for further development and professional training

**Educational methods**

Advising and cooperating with the Head Teacher/Deputy Head Teacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching and assessment, pastoral programmes of care

**Discipline, Health, Welfare & Safety**

Maintaining good order and discipline among the pupils, safeguarding their health, welfare and safety, both when they are authorised to be on the school premises and when they are engaged on authorised school activities elsewhere

**Cover**

Supervising, and so far as practicable, teaching any pupils when their teacher is not available

**Public Examinations**

Help pupils prepare for public examinations and assessing pupils for the purposes of such examinations. Recording and reporting such assessments and participating in arrangements for pupils and supervision during such examinations.

**Administration**

Participating in administrative and organisational tasks related to such duties as are described above, including the management and supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials

Attending assemblies, registering and attendance of pupils, whether these duties are to be performed before, during or after school sessions

To maintain all records accurately

**Meetings**

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

Other meeting in accordance with the needs of the school

**Special Needs**

To give active support to help the school meet the individual needs of all of the pupils

**Health & Safety**

To ensure that the Health & Safety Policy is consistently applied

**Equal Opportunities**

To give active support to the school’s policy on equal opportunities