|  |  |
| --- | --- |
| **Job Title** | Teacher of Design and Technology: Health & Social Care with Food. |
| **Salary** |  |
| **Job Purpose** | * To teach effectively and maximise students' achievements. * To contribute to raising standards in the whole school. * To foster a positive approach to learning. * To contribute to the development of the department. * To be an effective Form Tutor. |
| **Key Responsibilities** | * To teach and develop learning for the time-table allocated. * To have care for the personal, social and academic development of students in the Tutor Group assigned. |
| **Key Accountabilities** | **Classes and groups assigned:**   * To contribute to the preparation of learning programmes working with other colleagues involved and to teach these programmes. * To act upon information and advice from the Learning Support Department for students with special educational needs * To keep professional records of students' attendance, attainment progress and achievement. * To promote social values and skills which help to develop the students and to foster a caring climate within the group. * To prepare students for external and internal examinations. To contribute to the preparation of materials for internal examinations and assessment and to assess students’ work. * To be responsible for the care of the teaching rooms during lesson or tutor group time. * To be responsible for teaching materials employed. * To develop teaching materials appropriate to the aptitude, learning styles and ability of groups taught. * To provide reports on students' conduct and progress to SLT, RALs, Heads of House and parents. * To follow the school’s Behaviour, Rewards and Sanctions Policies. * To provide teacher colleagues with relevant information about students so that their teaching can be adapted for greater success. * To communicate and respond to the specific concerns of students, colleagues, parents and others. * To attend Parents' Evenings as specified in the school's annual calendar. * To teach across the subject range in DT at KS3.   **General work of the Year / Department**   * To contribute to Departmental/Year Team meetings and any meetings on individual students. * To undertake those shared responsibilities as discussed and agreed with HOH/RAL and other team members. This may include assuming the duties for an absent colleague. * To contribute to the advancement of the team's work through attending (as teacher or representative) other schools, bodies or agencies. * To undertake appropriate Continuing Professional Development. * To implement the Health & Safety policy of the LA and to report problems and deficiencies arising from this implementation to Head/Site Manager direct or through SLT/ RAL/HOH.   **Subject teaching groups assigned:**   * To prepare students for public and other examinations, and to contribute to setting and assessing examination work as required by RAL. * To check students' work and mark it regularly according to department policy. * To set and mark homework.   **Tutor groups assigned:**   * To get to know the members of the tutor group so that each student is known and valued as an individual and as a member of a community. * To provide 'first line' support and guidance to students to meet their personal development and achievement needs. * To monitor the progress and achievement of each student in terms of his or her curricular and non-curricular activities. Monitoring each student's Progress File.   **Support duties in the Year team:**   * To carry out other duties as agreed by the Community team. Such duties might well include: provision of cover for an absent tutor, cover to allow a tutor to work with small groups or individuals, assisting the Student Performance Leader in general Community business which does not apply to a specific tutor group.   **General:**   * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. * Develop constructive relationships and communicate with other agencies/professionals. * Participate in training and other learning activities as required. * Participate in the school’s Performance Management systems. * Recognise own strengths and areas of expertise and use these to advise and support others. * To take part in Performance Management in line with the school's policy. * To undertake appropriate CPD to maintain and develop personal teaching standards. * To undertake other duties and responsibilities as required commensurate with the grade of the post |
| Also Refer to DfES Teachers’ Pay and Conditions Document and the  Teachers' Standards Framework. | |