

ELEMORE HALL SCHOOL

JOB DESCRIPTION (DRAFT)

NAME:

POST TITLE: **Teacher**

RESPONSIBLE TO: Deputy Headteacher

SALARY SCALE: MPS/UPS + 2 SEN Points
(Additional residential/after school duties may be available through negotiation on a termly basis - this attracts an additional payment)

RESPONSIBLE FOR: The particular duties and responsibilities set out in this job description are additional to the professional duties of a teacher as provided for in the Education (School Teachers Pay and Conditions) Order and any subsequent amendments.

The main duties outlined in this job description are at draft stage to be finalised following appointment when specific duties and responsibilities are agreed.

1. CURRICULUM

- 1.1 To plan, prepare, evaluate and review courses in **subject** that reflect sound practice, recent professional developments, and the special needs of pupils. Written curricular policy statements and schemes of work should contain a statement of aims, detailed objectives, allow for differentiation according to age and ability, and describe means of achievement.
- 1.2 To teach assigned classes as per timetable and plan, prepare, evaluate and review lessons and teaching and learning styles in accordance with school practice and policy.
- 1.3 To contribute to the teaching of a subsidiary subject where necessary and to fulfil the requirements that exist to ensure that it is taught appropriately.
- 1.4 To establish and provide remote learning where appropriate.

2 PUPILS

- 2.1 To establish good relationships with pupils as detailed in school policy, setting a good model for pupils.
- 2.2 To encourage pupils to maintain socially acceptable standards of behaviour in all aspects of school life.
- 2.3 To act as Teacher Tutor for a specific class group and to participate in Termly Progress and Achievement Meetings.
- 2.4 To provide all pupils, but particularly those within a tutor group, with guidance and counselling of a personal, social and educational nature.
- 2.5 To take an appropriate share of responsibility in the personal and social development of pupils at breaktimes (as part of Directed Time).
- 2.6 To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

3 STAFF GROUP

- 3.1 To maintain clear, effective and impartial communication with other staff.
- 3.2 To be actively involved in the Staff Support and Development Programme.
- 3.3 To attend and participate in multi-disciplinary and teaching staff meetings.
- 3.4 To participate in appropriate In-Service Training.

- 3.5 To support colleagues as appropriate.
- 3.6 To liaise with the Deputy Headteacher and other senior staff as appropriate.

4 ASSESSMENT, RECORDING AND REPORTING

- 4.1 To make full use of the school's mechanisms to record pupils' behaviour.
- 4.2 To prepare educational programmes and record progress in accordance with school policy and practice.
- 4.3 To prepare curriculum and teacher tutor reports for Annual Reviews and to report pupil progress where appropriate.

5 PARENTS

- 5.1 Where possible, to attend Progress and Achievement Meetings (PAMs) and other meetings that the school may arrange from time to time for parental consultation and liaison.

6 RESOURCES

- 6.1 To make effective use of resources within the school, and to be aware of resources provided by the LA and those within the community.
- 6.2 To be aware of maintaining safe working practices within teaching areas, to keep rooms tidy and promote high standards of achievement by mounting regular stimulating displays of pupil's work.
- 6.3 To compile and submit to the Deputy Headteacher requisitions allocated from the school capitation (in conjunction with curriculum development objectives).
- 6.4 To ensure the maintenance of equipment, stock books and inventories.

7 GENERAL

- 7.1 To perform any other reasonable task that the Headteacher or his/her Deputy may ask from time to time.
- 7.2 To complete a period of additional extraneous duties for which additional payment is made. (This is not a compulsory element of the post; it is negotiated on a term by term basis with the Headteacher & Head of Care for those teachers who wish to be involved.)

WORKING TIME

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of responsibilities and duties the postholder must use directed time in accordance with the current School Teachers Pay and Conditions Document, the Local Education Authority's policies and the school's plan on the use of time.

REVIEW

This job description will be regularly reviewed and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

.....**Line Manager**

.....**Member of Staff**

.....**Date**