

# Ponteland High School

## JOB DESCRIPTION

### Teacher

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**JOB TITLE:** Teacher

**RESPONSIBLE TO:** Raising Achievement Deputy (RAD)/Head of Languages

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#### MAIN PURPOSE OF THE POST:

- To contribute to raising standards and student outcomes in the department and whole school
  - To teach effectively and maximize students' achievements
  - To foster a positive approach to learning
  - To contribute to the development of the department and the whole school
  - To be an effective Form Tutor
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#### 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
  - To ensure that safeguarding procedures are adhered to
  - To consistently meet the DfE Teachers Standards
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#### KEY TASKS:

##### Classes and groups assigned:

- To contribute to the preparation of learning programmes working with other colleagues involved and to teach these programmes
- To ensure that schemes of work and lesson plans are adapted to meet the needs of all learners
- To have regard to, and act upon, information and advice from the Curriculum Support Department for students with special educational needs
- To keep accurate and 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 maintain good order and discipline among assigned students
- 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, RAD, Pastoral Leaders (PL) and parents
- To promote good behaviour by following the school's policies on behaviour, rewards and sanctions
- 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

##### 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 RAD/PL 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 view appropriate Continuing Professional Development (CPD) as a right and responsibility
- To implement the Health & Safety policy of the LA and to report problems and deficiencies arising from this implementation to Head/Deputy/Site Manager direct or through RAL

##### Subject teaching groups assigned:

- To prepare students for public and other examinations, and to contribute to setting and assessing examination work as required by RAD
- To check students' work and mark it regularly according to department policy
- To regularly 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.

**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 differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- Develop constructive relationships and where necessary, communicate with other agencies/professionals
- Fully engage in training and other learning activities as required
- Fully engage in the school's Appraisal policy and procedures
- Recognise own strengths and areas of expertise and use these to advise and support others
- 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 or reasonable requests by the headteacher

**Also refer to DfE Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards**