

Ponteland High School

JOB DESCRIPTION

Teacher

JOB TITLE: Teacher

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

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