



'We will endeavour to be a learning community, with a culture that promotes excellence, equality and high expectations for pupils, staff, parents and governors.'

Job Title: Mainscale Teaching Post
Responsible to: Curriculum Lead in Department
Overall purpose: The provision of a full learning experience and support for students

Purpose:

- To implement and deliver a broadly balanced relevant and differentiated curriculum for students and to support a designated curriculum area.
- To monitor and support the overall progress and development of students as a teacher/Form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To ensure a high quality learning experience for students which meets internal and external quality standards.

Teaching:

- To teach students according to their educational needs, including setting and marking of work.
- To mark grade and give written/verbal and diagnostic feedback as required in the school's assessment policy.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral and written assignments, reports and references relating to individual students and groups of students **[to be completed by the required deadline]**.
- To ensure that ICT, Literacy, Numeracy and subject specialisms are reflected in the teaching/ learning experience of students.
- To undertake a designated programme of teaching as agreed by the head of curriculum / head of department.
- To prepare and update subject materials/ appropriate resources.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework [Behaviour Policy Document].
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures **[to be completed by the required deadline]**.
- To track student progress and use information to inform teaching and learning

Curriculum Provision:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area / department.
- To contribute to the curriculum area / subject development plan and its implementation and as necessary contribute to the whole school's planning activities.
- To plan and prepare courses and lessons.
- To assist the curriculum leader / head of department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives and planning.

Staffing:

- To take part in the school's staff development programme as detailed in the school calendar.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review Process.

- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To adhere to school policy and procedure.
- To contribute to the process of monitoring and evaluation of the curriculum/subject in line with agreed school procedures.
- To review in light of monitoring and evaluation procedures methods of teaching and programmes of work.
- To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To take a form register at a.m. and p.m. sessions in line with school policy and practice.
- To take a class register within 10 minutes of the start of the lesson and report absence directly to the attendance officer [Fire safety and internal truancy].
- To maintain appropriate records and to provide relevant accurate and up to date information for registers, SIMS etc.
- To complete the relevant documentation to assist in the tracking of student attainment and progress.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of ordering and allocation of equipment and materials.
- To assist the Head of Curriculum/department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to benefit the School, department and the students.

Pastoral System:

- To be a Form Tutor and actively promote the ethos and aims of the school.
- To undertake the roles and responsibilities to students as outlined in the relevant document.

Other Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in its legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health & Safety Policy and to undertake risk assessments as appropriate e.g. school visits.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To be available for work for 195 days in any year, of which 190 days shall be to teach and 5 days for training.
- To be available to perform the above duties for 1265 hours in any year.
- To work in addition such hours as may be needed to discharge the professional duties of a teacher, including in particular, marking of work, the writing of student reports, the preparation of lessons and teaching materials.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification – Mainscale Teacher

	Criteria	Essential Desirable	Evidence From
Qualifications	Qualified teacher status High level of subject knowledge Qualification in specialist area of subject Evidence of professional development in addition to teaching qualifications Proven success as classroom practitioner Committed, enthusiastic, active person	E E D D E E	Application Interview References
Experience	To have had successful experience across the age and ability range at Key Stage 3 and Key Stage 4 Involvement with young people outside of the curriculum Evidence of some knowledge/involvement of national initiatives Good skills in ICT	E D D E	Application Interview References
Interpersonal skills and qualities	A positive attitude to broad aspects of school life and contributions to new initiatives and developments Able to inspire and motivate staff and pupils High standards and expectations for all students developing self esteem and positive attitudes in pupils Professional appearance and demeanour. Very good role model To work independently with initiative and as part of a team Be ambitious and keen to undertake relevant continued professional development for self and team	E E E E E E	Application Interview
Personal Attributes	Organised and able to meet deadlines Energetic Enthusiastic Motivating Charismatic Dynamic Dedicated Sense of humour	E E E E E E E E	Application Interview References
Written Application	A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm, commitment to the role	E	Application

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

Prepared/revised by: Ms Webster, November 2020

Agreed by Postholder: Signature: _____ Date: _____