



## JOHN WILLMOTT SCHOOL

### Mainscale Classroom Teacher

#### Job Description

<b>Salary</b>	:	<b>MS/UPS</b>
<b>Directed Time</b>	:	<b>1265 hours directed time – to be directed by the HT</b>
<b>Hours</b>	:	<b>195 days per year, full time</b>
<b>Line Management</b>	:	<b>Head of Faculty</b>

#### **1. Job Purpose**

- 1.1 To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the Faculty area as appropriate.
- 1.2 To monitor and support the overall progress and development of students as a teacher/Form Tutor.
- 1.3 To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- 1.4 To contribute to raising standards of student attainment.
- 1.5 To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

#### **2. Key Responsibilities – Mainscale Classroom Teacher**

##### Operational/Strategic Planning

- 2.1 To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and Faculty.
- 2.2 To contribute to the curriculum area/Faculty development plan and its implementation.
- 2.3 To contribute to the whole school's planning activities.
- 2.4 To plan and prepare courses and lessons.

### Curriculum Provision

- 2.5 To assist the Head of Faculty and Assistant Head of Faculty to ensure that the curriculum area provides a range of teaching and examination courses that complement the school's strategic objectives.

### Curriculum Development

- 2.6 To assist in the process of curriculum/Faculty development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic objectives.

### Staff and Staff Development

- 2.7 To take part in the school's staff development programme by participating in arrangements for further training and professional development
- 2.8 To continue personal development in the relevant areas including subject knowledge and teaching methods.
- 2.9 To engage actively in the appraisal review process.
- 2.10 To ensure the effective/efficient deployment of classroom support.
- 2.11 To work as a member of a designated team and to contribute positively to effective working relations within the school.

### Quality Assurance

- 2.12 To help to implement school quality procedures and to adhere to those.
- 2.13 To contribute to the process of monitoring and evaluation of the curriculum area/Faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- 2.14 To seek/implement modification and improvement where required.
- 2.15 To review from time to time methods of teaching and programmes of work.
- 2.16 To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and support functions of the school.

### Management Information

- 2.17 To maintain appropriate records and to provide relevant accurate and up-to-date information for E Portal, registers, etc.
- 2.18 To complete the relevant documentation to assist in the tracking of students.
- 2.19 To track student progress and use information to inform teaching and learning.

### Communication

- 2.20 To communicate effectively with the parents of students as appropriate.
- 2.21 Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- 2.22 To follow agreed policies for communications in the school.

#### Marketing and Liaison

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

#### Management of Resources

- 2.25 To contribute to the process of ordering and allocation of equipment and materials.
- 2.26 To assist the Head of Faculty and Assistant Head of Faculty to identify resource needs and to ensure the efficient/effective use of physical resources.
- 2.27 To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students.

#### Pupil Support System

- 2.28 To be a Form Tutor to an assigned group of students.
- 2.29 To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- 2.30 To liaise with members of the school support team to ensure the implementation of the school support system.
- 2.31 To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 2.32 To evaluate and monitor the progress of student and keep up-to-date student records as may be required.
- 2.33 To contribute to the preparation of action plans and progress files and other reports.
- 2.34 To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- 2.35 To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- 2.36 To apply the behaviour management systems so that effective learning can take place.

### Teaching

- 2.37 To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- 2.38 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.39 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.40 To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- 2.41 To undertake a designated programme of teaching.
- 2.42 To ensure a high quality learning experience for students that meets internal and external quality standards.
- 2.43 To prepare and update subject materials.
- 2.44 To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.45 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.
- 2.46 To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.47 To mark, grade and give written/verbal and diagnostic feedback as required.

### Other Specific Duties

- 2.48 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.
- 2.49 To actively promote the school's policies.
- 2.50 To continue personal development as agreed.
- 2.51 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.52 To ensure all tasks are carried out with due regard to Health and Safety and undertake risk assessments as appropriate.

- 2.53 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.54 To adhere to the ethos of the school
  - 2.54.1 To promote the agreed vision and aims of the school;
  - 2.54.2 To set an example of personal integrity and professionalism;
  - 2.54.3 Attendance at appropriate staff meetings and parents evenings;
- 2.55 Any other duties as specified by the School Teachers Pay and Conditions Document not mentioned in the above, in order to ensure the smooth running of the school.

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

**3. Supervision Received**

- 3.1 Supervising Officer's Job Title: Head of Faculty
- 3.2 Level of supervision:  
Left to work within establishment guidelines subject to scrutiny by supervisor

**4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
n/a			

**5. Special Conditions**

- 5.1 None

**6. Review and amendment**

- 6.1 Annual review of this job description will take place under Performance Management.

- 7. All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**SIGNED:** .....Postholder

.....Headteacher

.....Date