**Ponteland High School**

**JOB DESCRIPTION**

**Teacher**

**JOB TITLE:**

**RESPONSIBLE TO:** Raising Achievement Leader (RAL):

**MAIN PURPOSE OF THE POST:**

* To contribute to raising standards and student outcomes in the department and whole school
* To teach effectively and maximise 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

**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 Teacher’s Standards

**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 RAD

**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 difference 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**