

## **JOB DESCRIPTION**

<b>Post Title:</b>		<b>Teacher</b>
<b>Postholder:</b>		
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support subject Leaders as appropriate.</li> <li>• To monitor and support the overall progress and development of pupils as a teacher.</li> <li>• To facilitate and encourage a learning experience which provides pupils with an opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of pupil attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>• To lead a subject across the school, dependent on grade and other relevant factors.</li> </ul>
<b>Responsible to:</b>		Headteacher, allocated Line Manager
<b>Responsible for:</b>		(i) The provision of a full learning experience and support for pupils.
<b>Liaising with:</b>		SLT, teaching/support staff, colleagues, LA representatives, external agencies and parents.
<b>Working Time:</b>		195 days per year. Full time
<b>Salary/Grade:</b>		Main Professional Grade
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Operational/Strategic Planning</b>		<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies in teaching strategies in appropriate curriculum areas.</li> <li>• To contribute to the appropriate section of the School Development Plan.</li> <li>• To plan and prepare lessons in line with the School's Teaching and Learning Policy.</li> <li>• To contribute to whole school planning activities.</li> </ul>
<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>• To assist subject Leaders to ensure that the department provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>		<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change so as to ensure the continued relevance to pupils' needs, examining and awarding bodies and the</li> </ul>

		school's strategic objectives.
<b>Staffing</b>		
<b>Staff Development:</b>		<ul style="list-style-type: none"> <li>• To take part in Cowes' staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Recruitment/ Deployment of Staff</b>		
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation in the relevant subjects in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To review, from time to time, methods of teaching and programmes of study.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant, accurate and up to date information for MIS, registers etc.</li> <li>• To fully follow registration procedures.</li> <li>• To complete relevant documentation and procedures to assist in the tracking of pupils.</li> <li>• To track pupil progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of pupils, as appropriate.</li> <li>• To communicate, where appropriate, with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>• To take part in events such as Open Evening, Community/ Parents' and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>

<b>Management of Resources:</b>		<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the relevant subject Leaders to identify resource needs and to contribute to the effective use of physical resources.</li> <li>• To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the pupils.</li> </ul>
<b><u>Pastoral System</u></b>  <b>Purpose:</b>		<ul style="list-style-type: none"> <li>• To promote the general progress and well-being of individual pupils.</li> <li>• To register pupils, accompany them to assemblies, encourage their full attendance at lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.</li> <li>• To alert appropriate colleagues to problems experienced by pupils and to make recommendations as to how these may be resolved.</li> <li>• To communicate, as appropriate, with pupils' parents and with persons or bodies outside the school concerned with the welfare of individual pupils after consultation with appropriate colleagues.</li> <li>• To establish and maintain effective strategies for classroom management which encourage an appropriate ethos.</li> </ul>
<b>Reporting to:</b>		Headteacher, allocated Line Manager
<b>Responsible for:</b>		<ul style="list-style-type: none"> <li>• The overall development, learning and welfare of all pupils in their care.</li> </ul>
<b>Teaching:</b>		<ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> <li>• To ensure a high quality learning experience for pupils which meets internal and external quality standards, including the teachers standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning, appropriate to pupil needs and demands of the curriculum.</li> <li>• To maintain discipline in accordance with the school's procedures, encouraging good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To mark, grade and give written/verbal diagnostic feedback as required.</li> </ul>

<b><u>Other Specific Duties:</u></b>		

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote the school's corporate policies.
- To continue personal development as agreed.
- To comply with the School's Health & Safety Policy.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. There is an expectation that teachers will undertake other reasonable and appropriate tasks as required by the Headteacher.

This job description contains the main responsibilities relating to the post and is not necessarily a comprehensive definition. Specific tasks and targets will be reviewed regularly as part of the performance management process and may be subject to modification or amendment after consultation with the post holder.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates*