



## BEBINGTON HIGH SPORTS COLLEGE

### JOB DESCRIPTION

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| <b>Post Title:</b>      | TEACHER   |
| <b>Purpose:</b>         | <ol style="list-style-type: none"> <li>1. To carry out the professional duties of a school teacher as circumstances may require, under the reasonable direction of the Headteacher.</li> <li>2. To perform in accordance with any directions which may reasonably be given to him/her by the Headteacher from time to time, such particular duties as may reasonably be assigned to him/her.</li> <li>3. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area/subject as appropriate.</li> <li>4. To monitor and support the academic and social development of students as a teacher/form tutor.</li> <li>5. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>6. To contribute to raising standards of student achievement.</li> <li>7. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ol> |
| <b>Reporting to:</b>    | Curriculum Co-ordinator   |
| <b>Responsible for:</b> | The provision of a full learning experience and support for students.   |
| <b>Liaising with:</b>   | Head/Deputies/Assistant Headteachers, teaching/support staff, Year Manager, SEN and Inclusion and other relevant personnel, agencies and parents.   |
| <b>Working time:</b>    | <ol style="list-style-type: none"> <li>a. A teacher employed full-time shall be available for work for 195 days in any year, of which 190 days shall be days on which he/she may be required to teach students in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if the employer so directs by the Headteacher.</li> <li>b. Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any year, those hours to be allocated reasonably throughout those days in the year on which s/he is required to be available for work.</li> <li>c. Time travelling to or from the place of work shall not count against the 1265 hours referred to above.</li> <li>d. A teacher shall not be required to under his/her contract to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm.</li> </ol>   |

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|  | <p>e. A teacher shall, in addition to the requirements above, work such additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including, in particular, the marking of student's work, the writing of reports on students and the preparation of lessons, teaching materials and programmes. The amount of time required for the purpose beyond 1265 specified hours referred to above and the times outside 1265 hours at which duties shall be performed shall not be defined by the employer but shall depend upon the work needed to discharge the teachers' duties.</p> <p>f. In this section 'year' means a period of 12 months commencing on 1 September unless the school's academic year begins in August in which case means a period of 12 months commencing on 1 August.</p> |
| <b>Salary/Grade:</b>   | M1-M6  |
| <b>Disclosure Level:</b>   | Enhanced   |
| <b>CORE DUTIES AND RESPONSIBILITIES</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 and homework policies and teaching strategies in the Curriculum Area &amp; Department.</li> <li>• To contribute to the Curriculum Area and Department's Development Plan and its implementation.</li> <li>• To plan, prepare courses and lessons and carry out relevant assessment.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>  |
| <b>Curriculum Provision:</b>   | <ul style="list-style-type: none"> <li>• To assist all Leaders of Learning &amp; Teaching to ensure that the curriculum area provides a range of teaching which complement 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 the needs of students, examining and awarding bodies and the school's Strategic Objectives.</li> </ul>   |
| <b>Staffing:</b><br><br><b>Staff Development:</b><br><br><b>Recruitment/ Deployment of Staff</b> | <ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas, 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>   |

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| <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 of the curriculum area/department 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 methods of teaching and programmes of work.</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 of</b><br><b>a) Information</b><br><br><b>b) Resources</b>                                       | <ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS registers etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform learning and teaching.</li> </ul>   |
| <b>Communications:</b>   | <ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or agencies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>  |
| <b>Marketing Liaison</b><br><br><b>Marketing Resources</b><br><br><b>Student Progress System and reporting</b> | <ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Student Review Days, Celebration Evenings and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Leaders of Learning &amp; Teaching to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Year Manager to ensure the implementation of the school's Student Progress System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of students and keep up to date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans, progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• 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. This may require participating in meetings arranged for any purpose which affects student progress.</li> <li>• To contribute to PSHCE and Enterprise according to school policy.</li> <li>• To apply the agreed Behaviour Policy so that effective learning can take place.</li> <li>• Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions, making relevant reports and records.</li> <li>• To teach students according to their education needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students 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 students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the learning/teaching experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs demands of the syllabus and in accordance with developing learning and teaching strategies at KS3, 4 &amp; 5.</li> <li>• To develop an encouragement and reward culture.</li> </ul> |
| <p><b>Student Progress Teaching</b></p> | <ul style="list-style-type: none"> <li>• Ensuring that the departmental rooms present a stimulating environment, that displays are of a high standard, regularly maintained and regularly changed using the relevant support in school.</li> <li>• 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.</li> <li>• To undertake the assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>  |

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| <b>Cover:</b>  | <ul style="list-style-type: none"> <li>Supervising and, so far as practicable, teaching students whose teacher is not available to teach them in exceptional or agreed circumstances.</li> </ul>  |
| <b>Public Examinations:</b>  | <ul style="list-style-type: none"> <li>Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations, recording and reporting such assessments and participating in arrangements for such examinations.</li> </ul>  |
| <b>Other Specific Duties:</b>  | <ul style="list-style-type: none"> <li>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.</li> <li>To support the school in meeting its legal requirements for worship.</li> <li>To promote actively the school's corporate policies.</li> <li>To continue personal development as agreed.</li> <li>To comply with the school's Health &amp; Safety Policy and undertake risk assessments as appropriate.</li> </ul> |
| <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p> |   |
| <p><b>Signatures:</b></p> <p><b>Teacher</b> ..... <b>Date</b> .....</p> <p><b>Headteacher</b>..... <b>Date</b> .....</p>   |   |