

Teacher Job Description



Post: Teacher
Responsible to: Headteacher

Teaching Responsibilities:

- Follow agreed syllabuses and schemes of work, prepare lessons carefully and participate in their development and annual review.
- Make clear the learning objectives of each lesson matching them to pupils' prior attainment and at the end of the lesson make a check of objectives achieved.
- Keep a record of lessons taught and set home learning activities
- Mark pupils' work on a regular basis and record this in a mark book to show the pupils' progress throughout the year.
- Use of assessment to inform future lesson planning
- Keep a record of attendance at lessons
- Contribute towards the provision of assessment methods and their evaluation.
- Completion of reports for pupils, being able to give assessment marks and constructive comments on the pupil's attainment and progress in relation to curriculum knowledge and skills.
- Consult with key pastoral staff over pupil behaviour and attitude to learning.
- Attend curriculum meetings and contribute to the future development of the subject area, its resources and its teaching materials.
- Review and evaluate his or her methods of teaching.
- Participate in INSET training and to realise the responsibility for his or her own future professional development.
- Attend parents' meetings
- Support pupil progress against EHCP targets through quality first teaching, with an understanding of the bespoke learning needs of pupils.

General Responsibilities:

- Be aware of the cover arrangements and contacts
- Carry out a share of the supervisory duties in accordance with published rotas
- Encourage pupils to participate in school enrichment activities
- Assist in the promotion of the good name of the school within the community
- Other such duties of a Subject Teacher as described in the Conditions of Employment of School Teachers.
- To comply with the Council's/School's Health & Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's/School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's GDPR and Data Protection Policy/legal requirements.

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required any other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the Council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Agreed by:

Member of Staff _____

Headteacher:_____

Date : _____