



Plashet School

Teacher Core Job Description

Responsible to: Subject/Curriculum Leader

Purpose: To carry out the functions of a teacher at Plashet School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

Principal Duties and Responsibilities:

These responsibilities must be carried out in conjunction with the duties of teachers as set out in Part XI of the annual Teachers' Pay and Conditions Document

LA and School

1. To carry out professional duties of a teacher in accordance with the latest School-teachers' Pay and Conditions Document and under the reasonable direction of the LA and Head Teacher.
2. To be cognisant of the LA's equal opportunities policy, the school's aims, objectives and organisational procedures, and to carry out all duties in such a way as to contribute positively, sensitively and harmoniously to their achievement.
3. To carry out all duties in such a way as to promote harmonious professional relations with and between staff, inclusive of support staff.
4. To communicate effectively with parents trying to ensure that home/school links are promoted.
5. To develop professional relationships with outside agencies which support the welfare of students.
6. To adhere to the school's Health and Safety policy and procedures as well as national guidelines.
7. To adhere to the school's Safeguarding & Child Protection policy and procedures as well as the Department for Education's KCSiE latest guidance.

Students

8. Teaching according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in school and elsewhere.
9. Undertaking activities as may be necessary to carry out an assessment of student progress and levels of achievement, including supervision of examinations as may be necessary.
10. Providing 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 records and report on the academic, personal and social needs of students.
11. Promoting and general progress and well-being of individual students and of any class or group of students assigned to you, including being a form tutor.
12. Maintaining good order and discipline among the students and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
13. Planning and preparing schemes of learning and lessons.
14. Advising and co-operating with other teachers on the preparation, development, review and evaluation of schemes of learning, teaching programmes, materials, methods of teaching and on assessment and pastoral matters.
15. To be the Form Tutor of an assigned Form Group and to carry out related duties in accordance with the general job description of a Form Tutor.



Assessment, Recording and Reporting

16. Assessing, recording, monitoring and reporting on the development, progress and attainment of students in accordance with school policy.
17. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
18. Making records of and reports on the personal and social needs of students.

Personal Professional Development

19. Reviewing your methods of teaching and schemes of learning and participating in arrangements for your further training and professional development as a teacher.
20. Contributing to the personal professional development of colleagues.
21. To participate in the school's appraisal arrangements.

General

22. To carry out a share of supervisory duties in accordance with the published schedules.
23. To assist in maintaining high standards both in the classroom and round the school.
24. Any other tasks that are reasonably requested within the area of this responsibility.

Generic School Wide Responsibilities

- Be flexible in working according to the needs of the school. This may include assisting in other areas and occasional other events with appropriate overtime pay.
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work and current Health & Safety legislation.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the child protection and safeguarding policy.
- Support the aims and ethos of the school.
- Promote and model good relationships with students, colleagues, parents/carers and visitors.
- Set a good example in terms of dress, punctuality and attendance.

Equality, Diversity & Inclusion

We are committed to, and champion, equality and diversity in all aspects of employment with the school and the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies, Plashet EDI Policy and Staff Code of Conduct.