



PLASHET SCHOOL

COMMUNITY, EQUALITY, ACHIEVEMENT

Teacher Core Job Description

Responsible to: Subject 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

Local Authority and Plashet 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 reports 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 oral and written assessments, reports and references relating to individual students and groups of students.
18. Making records of and reports on the personal development and wellbeing 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.

Pastoral Systems

22. To be a form tutor.
23. To monitor student attendance and students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
24. To ensure that the Behaviour Management policy and its associated systems are implemented in the curriculum area so that effective learning can take place.

Teaching

25. To undertake an appropriate programme of teaching in accordance with the duties of a teacher as stated in the latest school Teachers' Pay and Conditions Document and the main scale teacher job description.

Additional Duties

26. To carry out duties and responsibilities necessary for the smooth running of the school as required by the Headteacher.

General

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

Training and Development

The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances.

Equality, Diversity & Inclusion

Plasnet School is committed to and values equality, diversity and inclusion. As such, it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Safeguarding

The member of staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school's child protection & safeguarding policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Designated Safeguarding Lead and Safeguarding team to promote strong, secure systems and development of ethos across the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a post holder will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation.

I have read, understood and accepted the above job description.

Headteacher's signature:

Date:

Postholder's signature:

Date:



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Person Specification Main Professional Scale Teachers

Education, Training and Qualifications	Method of Assessment
<ul style="list-style-type: none">• Qualified Teacher status• Degree Qualification in the relevant specialist subject• Subject specific development/training• Subject specific pedagogical training/development.	Application form
Experience	
<ul style="list-style-type: none">• Successfully completed BT placements and obtained qualified teacher status.• Teaching experience in 11 – 16 age range• Experience of teaching GCSE through to examination across 9-1 grade range.	Application Form and Interview
In depth knowledge of	
<ul style="list-style-type: none">• The National Curriculum at both Key Stages in the relevant subject.• GCSE Syllabus, past papers, mark schemes and teaching materials.• The method and practice of teaching, especially in relation to both academic and practical aspects of the subject and how to translate theory into practice.• Strategies to raise student achievement and support student progress in the subject.• Equal Opportunities and how they can be implemented in Plashet School.• The use of ICT as a tool for promoting learning and managing workload.• The importance of a teacher's pastoral role as a form tutor in developing successful and happy students.• Safeguarding & child protection in-line with KCSiE.	Application Form and Interview
Personal Qualities	
<ul style="list-style-type: none">• Resilience and optimism.• A love of learning.• Ability to engage and enthuse students.• Ability to work as part of a team.• Excellent communication skills.• Excellent punctuality and attendance record.	Interview and References