

JOB DESCRIPTION

TEACHER

- 1 All responsibilities below are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description is not necessarily a comprehensive definition of the post. It must be reviewed at least once a year and may be subject to modification or amendment at any time, after consultation with the holder of the post.
- 3 The job description allocates duties and responsibilities but does not direct the particular amount of time required.
- 4 All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:
 - Responsibility to provide a safe environment in which children can learn and develop.
 - To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

PRINCIPAL RESPONSIBILITIES

- 1 To assist in the formulation of the aims and objectives of the curriculum area within the overall college aims and objectives.
- 2 To contribute to the teaching of the subject throughout the college, providing a learning experience which provides students with the opportunity to achieve their potential.
- 3 To contribute to and implement methods of student assessment, monitoring and reporting and contribute to raising standards of student attainment.
- 4 To review your own professional development and maintain professional standards
5. To contribute to the development of appropriate subject syllabuses, materials and schemes of work which fulfil the requirements of the national Curriculum and which match the college and area aims and objectives, taking into account students' aptitudes and abilities.

- 6 To support other members of the curriculum area and students as appropriate.
- 7 To contribute to an annual review of the subject and curriculum area and discuss with Team Leaders/Assistant Leaders future developments.
- 8 Actively to participate and contribute to the general management of the college by:-
 - a) maintaining good order and discipline among students;
 - b) safeguarding their health and safety on the premises and off the premises when engaged in authorised activities;
 - c) contributing to discussions on matters of college policy, curriculum and organisation.
- 9 To play a part as appropriate in the development, consolidation and evaluation of cross-curricular developments by close liaison with other staff.
- 10 To be involved in links as appropriate with outside groups including feeder schools, higher education and industry and commerce, in order to enhance curriculum continuity and enrich the learning experience.
- 11 To assess and mark students work (classwork, homework etc), Key Stage tests and Examinations and keep a record of marks in line with subject and area policy and recording procedures.
- 12 Complete the appropriate documentation in the Lesson Record Folders.
- 13 To supervise the use and care of all teaching rooms used, and areas used by the subject and enhance them with appropriate display work.
- 14 To supervise the work of any support staff and supply teachers as required.
- 15 To help supervise the work of any technical staff supporting the area.
- 16 To be a Group Tutor of an assigned Group and to carry out related duties in accordance with the job responsibilities of a Group Tutor.
- 17 To carry out a share of supervisory duties in accordance with published rotas.
- 18 To participate in appropriate meetings with colleagues, parents and other outside agencies/persons, relative to the above duties and responsibilities.