



# Job Description

## Main Scale Teacher

The post-holder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust's Policies and Procedures, in particular the policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

### **Purpose of the post**

The provision of a full learning experience and support for students. To implement the Chaucer Mission Statement, promoting and supporting the ethos of the school as an inclusive and caring learning community.

### **Teaching and Learning**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 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.
- To undertake assessment of students as requested by external examination bodies, curriculum and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and subject
- To contribute to the Curriculum Area and subject's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
- 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.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.



### **Continuing Professional Development**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **Pastoral Role**

- To be a Form Tutor to an assigned group of students.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Annual Reports to parents.

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required. Trade union representation will be welcomed in any such discussions.



## Person Specification Main Scale Teacher

<b>Purpose of job</b>		
To undertake a sustained responsibility in the context of the school staffing structure for the purpose of ensuring continued delivery of high quality teaching and learning for MFL		
<b>Qualifications and Experience</b>		
	Essential	Desirable
Qualified teacher status	/	
Experience of teaching KS3 & KS4 MFL		/
<b>Professional Knowledge and Understanding</b>		
	Essential	Desirable
Awareness of teaching and learning styles which promote student motivation and achievement in MFL	/	
Understanding of assessment for learning	/	
Understanding of positive behaviour management		/
Knowledge of MFL National Curriculum requirements	/	
Understanding of student performance data		/
Knowledge of whole school literacy strategies		/
<b>Professional Skills</b>		
	Essential	Desirable
High standard of teaching skills	/	
Effective classroom management	/	
Effective management of resources		/
Good organisational skills		/
Good use of ICT within teaching	/	
<b>Personal Skills</b>		
	Essential	Desirable
Works effectively under pressure	/	
Able to work and respond flexibly	/	
Takes the initiative	/	
Demonstrates concern for standards	/	
Able to work effectively as part of a team	/	