



GENERIC JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Generic Job Description - TEACHER

All teachers are expected to:

- implement and deliver an appropriate curriculum for students and to support one or more designated curriculum areas as appropriate.
- uphold school policy, and implement the Behaviour Policy and Uniform Policy as a matter of routine.
- monitor and support the overall progress and development of students both as a subject teacher and Form Tutor.
- facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential.
- contribute to raising standards of student attainment.
- share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- be responsible for the provision of a full and rich learning experience and support for students.
- liaise with Senior Staff, other Heads of Department, Heads of Year, whole school co-ordinators (e.g. SENDCo, EAL, EVC, Professional Tutor), support staff, parents, external organisations as necessary.

The specific responsibilities of the role are to:

- uphold and follow the Trust's 6 Core Principles for expert teaching and learning.
- assist in the development of appropriate syllabuses, schemes of work, resources, feedback policies, assessment and teaching & learning strategies in your subject as appropriate.
- contribute to their department's development plan and its successful implementation.
- plan and prepare courses and lessons.
- assist the Head of Department in delivering a range of evidence-based teaching & learning strategies which complement the school's strategic objectives.
- assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining and awarding bodies and the school's aims and objectives.
- keep up to date with developments in your curriculum subject area.
- keep up to date with pedagogical research and evidence-backed developments in teaching practices and methods.
- use ICT, as appropriate, as an effective aid to support students' learning, especially in regards to live modelling and scaffolding.
- engage in the Performance Management Review process.
- take part in staff training and participate in arrangements for further training and development to enhance experience and expertise.



Northampton School

Nurturing Success



- continue personal and professional development in all relevant areas including subject-specific knowledge and teaching methods that are relevant to your context (pedagogical content knowledge).
- ensure the effective deployment of classroom support staff.
- work as a member of a department and year team and to contribute positively to effective working relationships.
- maintain accurate and appropriate records and to provide relevant and up-to-date information for the school Management Information System e.g. registers.
- complete the appropriate documentation to assist in the tracking of students and use this information meaningfully to inform ongoing changes to teaching & learning.
- Participate in, and respond to, whole school quality assurance processes.
- contribute to the process of monitoring and evaluation of curriculum areas in line with whole school procedures, including evaluation against development plan strands and Trust wide principles of curriculum intent and implementation – acting on areas for improvement where required.
- engage in the annual Peer Review Cycle.
- engage in an ongoing cycle of reflection to review teaching & learning approaches and schemes of work in line with our Trust wide culture of continuous improvement.
- produce accurate report data as a teacher/form tutor in line with reporting cycles.
- communicate effectively with fellow members of the team, parents, students and other relevant external bodies as appropriate.
- follow agreed policies for communications within the school.
- provide information for the school newsletter/website as appropriate.
- attend school activities, e.g. Open Evenings/Parents' Evenings as per the Directed Time Policy.
- contribute to the development of effective links with external agencies.
- contribute to the process of identifying resource needs.
- ensure that accommodation is treated with respect by students and in line with any Health & Safety procedures.
- provide a high standard of displays in order to secure an enriched and well-ordered learning environment.
- participate in ECF training/new teacher induction as appropriate.
- teach students appropriately and ambitiously, including setting and providing feedback on appropriate homework tasks in line with the Homework Policy.
- assess, record and report on attendance, progress, development and attainment of students, and to keep such records as are required.
- provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- use a variety of highly effective and carefully considered teaching methods to meet individual students' needs, especially those with SEND.
- maintain discipline in accordance with school Behaviour Policy and encourage good practice in punctuality, behaviour and standards of classwork and homework.
- undertake all relevant assessment as required by subject specifications and school procedures – provide carefully considered diagnostic feedback on a range of formative and summative assessments in line with the Feedback Policy.



Northampton School

Nurturing Success



- act as a Form Tutor and member of a House, dealing with any aspect of student welfare, including contacting parents as necessary and keeping necessary records.
- liaise with the Head of Year on a regular basis to ensure that expectations and procedures are consistent across the year group.
- register students accurately, accompany them to assemblies, insist on punctuality and encourage full attendance.
- deliver the Personal Development, PSHE & Citizenship programmes as required.
- support students' holistic development and encourage participation in House activities.
- monitor students' progress and keep up to date records as are required.
- contribute to the preparation of reports on individual students required, for instance, by the Inclusion Team e.g. information required for EHCP Annual Reviews.
- ensure that information on individual students is provided when requested by Heads of Year or Senior Staff.
- adhere to the school's safeguarding procedures and alert appropriate staff to problems being experienced by students via MyConcern.
- 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 these behaviours and standards.
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.
- undertake any other duty as specified in the School Teachers Pay and Conditions Document not specifically mentioned in the above list of responsibilities.

Whilst the above seeks to outline the main duties and responsibilities associated with the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be thoroughly professional, and in particular to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.