

# **The NSB Trust**

## **Generic Job Description - TEACHER**

- Purpose:**
- To implement and deliver an appropriate curriculum for students and to support one or more designated curriculum areas as appropriate
  - To uphold school policy, and implement the Code of Behaviour and Dress Code as a matter of routine
  - To monitor and support the overall progress and development of students both as a subject teacher and form tutor
  - To facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential
  - To contribute to raising standards of student attainment
  - To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

**Responsible for:** The provision of a full learning experience and support for students

**Liaising with:** Senior staff, other Curriculum TLs, Year TLs, duty team leaders, whole school co-ordinators (eg SENDCo, Gifted & Talented, Key Skills) relevant support staff, parents, external organisations

**Main Duties:**

**Strategic Planning**

- To assist in the development of appropriate syllabuses, schemes of work, resources, marking policies, assessment and teaching & learning strategies in the curriculum area
- To contribute to the curriculum area development plan and its implementation
- Plan and prepare courses and lessons
- To contribute to the whole school's planning activities

**Curriculum**

- To assist the Curriculum Team Leader in ensuring a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure the continued relevance to the needs of the students, examining and awarding bodies and the school's Aims and Objectives
- To keep up to date with developments in the curriculum area
- To keep up to date with developments in teaching practice and methods
- To use ICT as appropriate as an effective aid to learning

**Staffing**

- To engage in the Performance Management Review process
- To take part in the CPD programme and participate in arrangements for further training and development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To ensure the effective deployment of classroom support staff
- To work as a member of a curriculum and year team and to contribute positively to effective working relationships

- Management Information**
- To maintain accurate and appropriate records and to provide relevant accurate and up-to-date information for the school Management Information System, registers etc
  - To complete the appropriate documentation to assist in the tracking of students
  - To track student progress and use information to inform teaching and learning
- Quality Assurance**
- To help to implement school quality assurance procedures and to adhere to those
  - To contribute to the process of monitoring and evaluation of the curriculum area in line with school procedures, including evaluation against quality standards and performance criteria, and to implement improvement where required
  - To engage in peer observations when required under the school programme of development
  - To periodically review teaching methods and programmes of work
  - To produce accurate reports as teacher and form tutor in line with the school's reporting cycles
- Communications**
- To communicate effectively with fellow members of the team
  - To communicate effectively and appropriately with parents
  - To communicate with other schools, Examination Boards, HE, industry and other relevant external bodies as appropriate
  - To follow agreed school policies for communications within the school
- Marketing & Liaison**
- To provide information for the school newsletter/website as appropriate
  - To assist in marketing and liaison activities such as open evenings and other events
  - To contribute to the development of effective links with external agencies
- Management of Resources**
- To contribute to the process of identifying resource needs
  - To ensure that accommodation is treated with respect by students, and in line with any Health & Safety procedures
  - To provide a high standard of display in order to secure a stimulating and well ordered learning environment
  - To participate in the school's involvement in training and induction of teachers

- Teaching**
- To teach students appropriately, including setting and marking of work to be done by students beyond the classroom
  - To assess, record and report on 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, numeracy and our Technology specialism are reflected in the experiences of students
  - To undertake a designated programme of teaching
  - To ensure quality learning experiences which meet internal and external quality standards
  - To prepare and update subject learning materials
  - To use a variety of teaching methods to stimulate learning appropriate to students' needs
  - To maintain discipline in accordance with school procedures, and encourage good practice in punctuality, behaviour and standards of classwork and homework
  - To undertake assessment of students required by examination bodies school procedures
  - To mark, grade and give written and oral diagnostic feedback on students' work
- Student Welfare**
- To act as a form tutor and member of a House, dealing with any aspect of student welfare, including contacting parents as necessary and keeping record of such contact
  - To liaise with the Year Team Leader on a regular basis in order that expectations and procedures are consistent across the year group
  - To be responsible for the maintenance of good order in the form room, and for the implementation of the school's Code of Behaviour, including completion of incident reports
  - To register students accurately, accompany them to assemblies, insist on punctuality, encourage full attendance, and monitor completion of homework diaries
  - To deliver the Personal Development programmes to your form as required To deliver PSHE/Citizenship if required.
  - To support development of students and encourage participation in House activities
  - To monitor students' progress and keep up to date records as are required
  - To contribute to the preparation of reports on individual students required, for instance, by the Learning Support team
  - To ensure that information on individual students is provided when required by Year Team Leaders or senior staff
  - To alert appropriate staff to problems being experienced by students
- Additional Duties**
- 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

**Other  
Specific  
Duties**

- To promote actively the agreed policies of the school
- To continue personal development as agreed
- To comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- To support the school in meeting its legal requirements for Collective Worship
- To undertake any other duty as specified in the School Teachers Pay and Conditions Document not specifically mentioned in the above
- 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