



Carshalton Boys Sports College

Winchcombe Road
Carshalton
Surrey
SM5 1RW

Job Description

Post Title:	Upper/Main Pay Scale Teacher
Working Time:	Full-Time (195 Days/1265 Hours)
Salary/Grade:	Main Pay Scale
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Principal, Vice Principal, Deputies, teaching/support staff, external agencies and parents

Main Purpose of the role

- To fulfil the Professional Standards for a Teacher, in the context of being a teacher, as part of a Subject/Faculty team and as a Form Tutor as part of a Year team.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To provide and monitor opportunities for personal and academic growth

Main (Core) Duties

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision & Development

- To assist the Head of Department and the Deputy Head in Teaching and Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's objectives.

Staffing – Development/Recruitment/Deployment

- 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.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- 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.

Communications

- 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.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Pastoral System

- To be Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- 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 Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHCE and citizenship and enterprise according to school policy.
- To apply the behaviour management systems so that effective learning can take place.

Teaching

- 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, Numeracy and school subject specialism(s) 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, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

As a Member of a Year Team

Under the guidance and direction of the Head of Year, to:

- use tutor time appropriately and profitably for work with the tutor group;
- keep an accurate and up-to-date Form register;
- comment on reports, and summarise achievement not covered in academic reports in tutor/school statement;
- prepare initial drafts for references, testimonials and reports to outside agencies, including final school statement for Progress Files as appropriate;
- insist in high standards of work, behaviour, attendance and punctuality from members of Tutor Group;
- check and initial homework diaries on a weekly basis;
- attend assemblies with the Tutor Group and supervise their arrival and departure;
- participate in meetings called by the Year Co-ordinators;

Other Specific 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 example.
- To continue personal development as agreed.
- To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.
- To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.
- To work within the school’s Equality and Diversity Policy.
- To comply with all the school’s policies which are regularly updated and are available to all staff on the staff shared area.

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees have a high degree of responsibility for the children and young people that they will come into contact with.

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 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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed:

Print Name:.....

Date:

Person Specification for Main Pay Scale Teacher

Experience and Knowledge

- Implementation of school initiatives
- An excellent classroom teacher
- Experience in assessment of teaching and learning
- Understanding of how to set appropriate targets for improvement in performance and how to help establish, monitor and evaluate an action plan in relation to those targets.
- Knowledge of national education standards and expectations
- Experience of dealing with a range of pastoral/academic strategies

Skills and Abilities

- Excellent interpersonal skills
- Ability to initiate and manage change
- Sound judgement and problem solving skills
- Ability to build confidence in students to motivate and inspire them to do well
- Ability to meet deadlines under pressure
- Team player with collaborative approach including all colleagues and external partners
- Ability to communicate effectively to a variety of audiences
- Ability to understand and interpret statistics, financial information and data

Qualifications

- Graduate
- Qualified Teacher Status

Other

- Commitment to working within the School's Child Protection Policy
- Excellent attendance and stamina
- Vision for continuing school development including community and extended school provision
- Commitment to high standards and expectations
- Commitment to the principles of inclusion
- High levels of professional integrity, energy and enthusiasm
- Flexibility to undertake any role
- Commitment to workforce reform agenda
- Commitment to school – parent partnership, including Parents Association
- A good sense of humour