

# KIRKBY COLLEGE

To strive to meet the learning and development needs of every student

## JOB DESCRIPTION

Date: January 2011

**Post:** TEACHER

**Responsible to:** Faculty Leader

### **Purpose of the post.**

This post requires you to secure high standards and improved learning and achievement for all students. All teachers must demonstrate the standard of knowledge, understanding and skills to carry out the professional duties set out in the statutory conditions of employment of school teachers.

## **DUTIES AND RESPONSIBILITIES**

All Teachers should:

### **Knowledge and Understanding**

- Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements.
- Have a secure knowledge and understanding of the relevant specialist subject(s).
- Understand progression and standards required by the school and accreditation routes in the subjects they teach.
- Be secure in the subject-related questions which students raise and know students' common misconceptions and difficulties they encounter in their specialist subject(s).

### **Planning and Setting Expectations**

- Identify clear learning objectives, outcomes, lesson content, structures and sequencing appropriate to the students and subject.
- Set appropriate and demanding expectations for students' learning and motivation.
- Set clear targets for individual students' learning, building on prior attainment.
- Identify students who have special educational needs and behaviour patterns and those who are Gifted and Talented in order to give positive and targeted support.
- Implement and keep records to be included in Individual Education Plans.

### **Teaching and Managing Student Learning**

- Ensure effective teaching of whole class, groups and individuals so that learning outcomes are met, pace and challenge are maintained and best use is made of learning time.
- Use teaching methodologies and vehicles which include the appropriate and varied learning styles of students, keeping students engaged, motivated, including stimulating intellectual curiosity, effective assessment for learning, enjoyment, clear presentation and good use of resources.
- Set high expectations for students' behaviour establishing and maintaining high standards of discipline in line with the schools behaviour policy through well focused teaching and through positive and productive relationships.
- Follow the learning protocol of the school and faculty including the fostering of mutual respect and appropriate use of school rewards and sanctions policies.

### **Assessment and Evaluation**

- Assess how well learning outcomes have been achieved and use a variety of assessment for learning to assist in future learning and teaching.
- Mark, record and monitor students' classwork, coursework, and homework providing constructive oral and written feedback, setting targets for students' progress.
- Understand the expectations of students in relation to their abilities, needs, potential, programme of study, the National Curriculum, 14-19 courses, schemes of work and key skills.

### **Student Achievement**

- Secure progress towards student targets to ensure students realise their potential.
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.

### **Relations with Parents/Carers and the Wider Community**

- Prepare and present informative reports to parents/carers in line with school and statutory requirements.
- Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to work-related and enterprise experiences and examples.
- Liaise with agencies responsible for students' welfare when required.

### **Managing Own Performance and Development**

- Take responsibility for your own professional development and keep up to date with research and developments in general pedagogy and in the subjects you teach.
- Maintain and follow school policies, systems and procedures.
- Be an excellent role model for the students and staff in your appearance, interpersonal relationships and conduct.
- Evaluate your teaching and the learning outcomes students have achieved and use these to improve your effectiveness.
- Be professional, showing respect, understanding, care and commitment to students, parents/carers, colleagues and others who are part of our community.

### **Managing and Developing Staff and other Adults**

- Establish effective, collaborative and productive relationships with colleagues and associate staff.
- Manage parents/carers and other adults in the classroom and other learning environments.

**Managing Resources**

- Select and make good use of textbooks, research materials, ICT, artefacts and other learning resources to enable learning outcomes to be met.
- Take care of resources, equipment and adhere to health and safety regulations carrying out risk assessments as appropriate.

**Other**

- All staff have the responsibility for every students' pastoral care and welfare.
- Contribute to schemes of work, evaluation and assessment procedures.
- See also Tutors' Role, Threshold/Upper Pay Spine requirements.
- Contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to co-ordinate the management of the school.

- As a Teacher you will carry out your professional duties as circumstances may reasonably require, as provided for under the relevant sections of the School Teachers' Pay and Conditions Document
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Specific Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school.

Issued by \_\_\_\_\_  
Head Teacher

Received by \_\_\_\_\_  
Post holder