

## Job Description

### TEACHER (Full Time)

South East Essex Academy Trust (Westcliff High School for Girls) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the DBS which meets the requirements of the school.

The Professional duties of all teachers, (other than the Headteacher) are set out in the STPCD and describe the duties required of all mainscale posts along with the particular duties expected of all teachers which are set out below:

<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To be accountable for the highest standards of pupil achievement by all pupils taught, monitoring, supporting and evaluating pupil achievement and setting targets for improvement.</li> <li>To act professionally, as a positive role model for pupils</li> </ul>
<b>Teaching</b>		<ul style="list-style-type: none"> <li>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher</li> <li>To assess, record and report on the development, progress and attainment of pupils</li> <li>To participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting, such examinations</li> <li>To undertake cover and supervise and, so far as practicable, teaching any pupils whose teacher is not available to teach them</li> </ul>
<b>Responsible to:</b>		Head/Subject leader of Department
<b>Liaising with:</b>		Head/Deputy, Head of Department / Subject Leader, other Heads of Departments, Learning Managers, Pastoral Support Co-ordinators, Examinations Officer and all other relevant non-teaching support staff, LA staff and parents.
<b>Salary/Grade:</b>		Main Scale
<b>Working Time:</b>		195 days per year. Full time
<b>Disclosure level</b>		Enhanced

#### MAIN (CORE) DUTIES

<b>Operational/ Strategic Planning</b>		<ul style="list-style-type: none"> <li>To plan and prepare courses and lessons, teaching, according to their educational needs, assigned pupils, including the setting and marking of work carried out by pupils in school and elsewhere</li> <li>To use the school's Teacher Planner and make it available to view if requested</li> <li>To contribute to the whole school's planning activities</li> <li>To undertake cover/invigilation</li> <li>To undertake any before school, breaktime or after school duties as directed by the Headteacher</li> </ul>
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<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>• To respond to curriculum development and initiatives at national, regional and local levels</li> <li>• To share resources and to adhere to departmental policies, plans, targets and practices within the context of the school's aims and policies</li> <li>• To provide or contribute to written assessments, reports and references regarding the development, progress and attainment of all pupils taught</li> <li>• To be responsible for Spiritual, moral, social and cultural development</li> <li>• Support Outreach activities</li> <li>• To be able and willing to undertake residential field trips and this may include overnight stays during weekends and/or a few days during holiday times as necessary</li> </ul>
<b>Curriculum Development:</b>		<ul style="list-style-type: none"> <li>• To respond to curriculum development and initiatives at national, regional and local levels</li> </ul>
<b>Educational Methods</b>		<ul style="list-style-type: none"> <li>• To advise and co-operate with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements</li> </ul>
<b>Staff Development:</b>		<ul style="list-style-type: none"> <li>• To undertake appropriate CPD in line with school and departmental priorities</li> <li>• To participate in the arrangements made for Performance Management Review(s)</li> <li>• To review, from time to time, methods of teaching and programmes of work</li> <li>• To participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in Performance Management objectives</li> <li>• In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for their supervision and training</li> </ul>
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To participate in lesson observations in line with school policy and seek/implement modification and improvement where required</li> <li>• 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</li> </ul>
<b>Judge standards</b>		<ul style="list-style-type: none"> <li>• To agree, set and review targets for individual pupils and classes taught</li> <li>• To discuss work, progress and attitudes with pupils</li> </ul>
<b>Evaluate teaching and learning</b>		<ul style="list-style-type: none"> <li>• Contribute to the evaluation of schemes of work to ensure that they focus on consistent and effective teaching and learning</li> </ul>

<p><b>Communications:</b></p>		<ul style="list-style-type: none"> <li>• To provide effective communication/consultation as appropriate with the parents of pupils</li> <li>• To communicate and co-operate with persons or bodies outside the school and participate in meetings arranged for the purposes of pupil progress</li> </ul>
<p><b>Pastoral System:</b></p>		<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons you are responsible for, or come into contact with</li> <li>• To monitor and support the overall progress and well being of individual pupils and class or groups of pupils</li> <li>• To ensure the Behaviour Management Policy is implemented, maintaining good order and discipline and safeguarding the health and safety of pupils, so that effective learning can take place, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere</li> <li>• To make records on the personal and social needs of pupils</li> <li>• To positively use the school rewards' system and monitor merit awards and community awards and sanctions and undertake appropriate actions</li> <li>• To ensure that all pupils understand and are able to complete their work</li> <li>• To ensure that all pupils complete their homework and coursework within set deadlines</li> <li>• To contribute to PSHE, Citizenship and Enterprise Education according to school policy, providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice</li> <li>• To participate in the life of the House</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description or to undertake alternative duties as agreed with the Headteacher</li> </ul>
<p><b>Marketing and Liaison</b></p>		<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings and liaison events with primary schools</li> <li>• To contribute to the process of effective subject links with external agencies</li> </ul>
<p><b>Administration:</b></p>		<ul style="list-style-type: none"> <li>• To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school</li> <li>• To participate in meetings relating to pastoral and SEN arrangements for pupils</li> <li>• To attend assemblies, registering the attendance of pupils and supervising pupils</li> <li>• To ensure that pupils are registered promptly and accurately using the electronic register wherever possible, whilst the group is silent</li> <li>• To maintain appropriate records and to provide relevant, accurate and up-to-date information for the school management system</li> </ul>

		<ul style="list-style-type: none"> <li>To complete the relevant documentation to assist in the tracking of pupils</li> <li>To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school</li> </ul>
<b>Additional Duties:</b>		<ul style="list-style-type: none"> <li>To play an active role in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example</li> <li>To undertake any before school, breaktime or after school duties as directed by the Headteacher</li> <li>To undertake activities during 'gained time' as directed by Head of Department / Subject Leader</li> <li>To undertake any other duty as specified by the school not mentioned in the above</li> </ul>
<b>Duties of UPS Teachers</b>		<p>Upper Pay Spine teachers are expected to contribute additionally to the school by:</p> <ul style="list-style-type: none"> <li>Playing a critical role in the life of the school</li> <li>Providing a role model for teaching and learning</li> <li>Making a distinctive contribution to the raising of pupil standards</li> <li>Contributing effectively to the work of the wider team</li> <li>Taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupil's learning</li> </ul>

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 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

You may be asked to work in any of the schools within the Multi Academy Trust

Employees are expected to comply with the Dress Code of the school.

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, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

Date: