Plashet School
Core Job Description

Responsible to: Subject Leader

Purpose: To carry out the functions of a teacher at Plashet School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

Principal Duties and Responsibilities:
These responsibilities must be carried out in conjunction with the duties of teachers as set out in Part XI of the annual Teachers' Pay and Conditions Document

LEA and School

1. To carry out professional duties of a teacher in accordance with the latest School-teachers' Pay and Conditions Document and under the reasonable direction of the LEA and Headteacher
2. To be cognisant of the LEA's equal opportunities policy, the school's aims, objectives and organisational procedures, and to carry out all duties in such a way as to contribute positively, sensitively and harmoniously to their achievement
3. To carry out all duties in such a way as to promote harmonious professional relations with and between staff, inclusive of support staff
4. To communicate effectively with parents trying to ensure that home/school links are promoted
5. To develop professional relationships with outside agencies which support the welfare of students
6. To adhere to the school's and department's Health and Safety policy and procedures.

Students

7. Teaching according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in school and elsewhere
8. Undertaking activities as may be necessary to carry out an assessment of student progress and levels of achievement, including supervision of examinations as may be necessary
9. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and report on the academic, personal and social needs of students
10. Promoting and general progress and well being of individual students and of any class or group of students assigned to you, including being a form tutor
11. Maintaining good order and discipline among the students and safeguarding their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
12. Planning and preparing courses and lessons
13. Advising and co-operating with other teachers on the preparation, development, review and evaluation of courses of study, teaching programmes, materials, methods of teaching and on assessment, profiling and pastoral arrangements
14. To be Tutor of an assigned Tutor Group and to carry out related duties in accordance with the general job description of a Tutor.

Assessment, Recording and Reporting

15. Assessing, recording, monitoring and reporting on the development, progress and attainment of students in accordance with school policy.
16. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
17. Making records of and reports on the personal and social needs of students.

Personal Professional Development

18. Reviewing from time to time your methods of teaching and programmes of work and participating in arrangements for your further training and professional development as a teacher.
19. Contributing to the personal professional development of colleagues.
20. To participate in the school's appraisal arrangements.

General

21. To carry out a share of supervisory duties in accordance with the published schedules.
22. To assist in maintaining high standards both in the classroom and round the school.
23. Any other tasks that are reasonably requested within the area of this responsibility.