

JOB EXPECTATIONS

Name:

Job Title:

Responsibilities

Responsibility	Tick	Date	Signature of teacher
Section 1: Basic classroom teaching			
Section 2: Established classroom teaching			
Section 3: Upper spine classroom teaching			
Section 4: Form Tutor			
Section 5: TLR 1, 2 and 3			

The role of the teacher is bound by the terms and conditions of the current School Teacher Pay and Conditions Document and Teachers' Standards.

Roles and Job descriptions are subject to regular review.

Preamble – overall responsibility for all teachers

- Contribute to the Ethos and Mission of Oaklands Catholic school
- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential.
- To maintain and build upon the standards achieved when qualifying as a teacher Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- Post holders will have to manage the demands of their role including undertaking tasks not described within but commensurate with the role.

SECTION 1

1.01 Basic responsibilities: Teaching and learning in the classroom

- Contribute to the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should be differentiated accordingly. (TS1, TS4, TS5)
- To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress; (TS1, TS2, TS5)
- To share ensure that the deliver of the subject reflects the distinctive nature of the school; (TS8)
- Employ a variety of teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity; (TS4)
- Impart knowledge and develop understanding through effective use of lesson time; (TS3, TS4)
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, oracy and numeracy through the teaching of the subject; (TS3)
- Reflect systematically on the effectiveness of lessons and approaches to teaching and take steps to make improvement where possible; (TS4)
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired according to the school homework timetable and policy; (TS4, TS8)

- Ensure that the gap is closing between the performance of vulnerable students and their peers (TS5)

1.02 Basic responsibilities: Management of teaching and learning

- To take responsibility for the safe keeping of electronic data in accordance with relevant legislation. (TS7)
- To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience. (TS8)
- To monitor and control the use of allocated books and equipment and the storage teaching materials. (TS8)
- To implement school praise reward and sanction systems to help manage the behaviour of students in the classroom and to and from lessons (TS7)

1.03 Basic responsibilities: Assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements and accurate reporting to parents; (TS6)
- Use relevant data to monitor progress, set targets and plan subsequent lessons; (TS6)
- Be accountable for students attainment, progress and outcomes; (TS2)
- To register each class in accordance with school procedures. (TS7)
- To keep appropriate records and to complete assessments of students as required by the school policy. (TS6)
- To ensure equipment given of leant to students is used correctly and adherence to relevant health and safety regulations. (TS8)

1.04 Basic responsibilities: Communications and Meetings

- Communicate effectively, timely and accurately with parents with regard to pupils' achievements and well-being; (TS8)
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support; (TS8)
- To alert heads of department and pastoral staff to problems arising with individual students in accordance with whole-school policies; (TS7)
- To participate actively in meetings with colleagues and parents; (TS8)
- To attend INSET sessions and working parties related to new initiatives in teaching and learning. (TS8)

1.05 Basic responsibilities: General duties

- To adhere to the policies and procedures of the Oaklands Catholic School and Sixths form (PPC)
- To share with other staff n the corporate responsibility for safeguarding the development and well-being of all students.(PPC)
- Make a positive contribution to the wider life and ethos of the school;(TS8)
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on our ethos and staff observing proper professional boundaries (PPC2)
- To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice; (TS3)
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues; (TS8)
- To take a pro-active part in the School's performance management system, with the ultimate aim of improving standards of teaching and learning in the school;
- To take reasonable care of one's own health and safety and that of others and inform the Facilities Manager of any concerns with regard to health and safety.

1.06 Basic responsibilities: Ethos

- Promote the ethos of the school, as expressed in the mission and vision statements.(This is a shared responsibility to which teaching staff make a significant contribution.) (TS8)

SECTION 2 - In addition to the basic responsibilities

2.01 Established pay range: Teaching and learning in the classroom

- Take responsibility and be accountable for the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should be differentiated accordingly.

2.02 Established pay range: Management of teaching and learning

- Take responsibility for and be accountable for a whole department focus for example Gifted and talented, SEND or pupil premium;
- Take responsibility for disseminating good practice through various means;
- To develop resources that can be shared across the department or school.

2.03 Established pay range: General duties

In addition to the basic responsibilities

- Take responsibility for activities outside of the classroom that have a positive impact on the life and ethos of the school;
- To take responsibility for improving professional development that will have an impact beyond the subject or personal practice;
- Under direction mentoring of IIT and NQTs.

SECTION 3 - In addition to the basic and established responsibilities

3.01 Upper pay range: Management of teaching and learning

In addition to the basic and established responsibilities for managing teaching and learning:

- Take responsibility for and be accountable for coaching and mentoring to other teachers or trainees including the development of materials to support the same;
- Be a role model to other staff and give advice and guidance.

3.02 Upper pay spine: General duties

In addition to the basic and established responsibilities for general duties:

- Take responsibility for leading staff professional development in school or beyond;
- Contribute to the development of whole school policy and procedure.

3.03 Upper pay spine: Ethos

- Take responsibility for an aspect of the department of schools work that makes a significant contribution to the ethos of the school.

SECTION 4

4.01 Duties and responsibilities as a Form Tutor general case

- To promote the ethos and mission of the school in every aspect of the tutor group;
- To work with the head of year and year assistant of year in ensuring that a caring atmosphere built on mutual trust is established within the tutor group;
- To work with other staff to manage and monitor student academic, attendance and behavioural performance and take necessary action to improve the same;
- To work with the SLT member responsible for assessment to ensure that academic mentoring of students is carried out efficiently and effectively;
- To promote and co-ordinate activities within tutor group that develop a sense of community;
- To work with students to encourage acceptable standards of behaviour in all aspects of school life, with particular reference to the code of conduct;
- To help develop in students the skills required to become independent learners;
- To assist in keeping parents informed of students' progress and respond as necessary to parental concerns.

4.02 Other duties of other Form Tutor – see staff handbook for detail

- Leading and managing a tutor group
- Monitoring student progress
- Pastoral welfare
- Spiritual development
- Quality assurance
- Managing information
- Communication

SECTION 5

5.01 TLR responsibilities

	Level	Temp/Perm
Head of Department or subject cluster		
Second in department		
Specific responsibility in subject		
Whole school responsibility TLR1-2		
Whole school responsibility TLR 3		
Head of Year		
Year Heads Assistant		

5.02 Specific TLR responsibilities