

Alderman Peel High School

Post Title: Teacher

General Responsibilities

- * 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 share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- * 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.

Teaching and Learning

- * To undertake a designated programme of teaching.
- * 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 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 ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- * 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 ensure a high quality learning experience for students which meets internal and external quality standards.
- * To prepare and update subject materials.
- * To contribute to the whole school's planning activities.

- * To assist the Head of Department and the Deputy Head (Curriculum), 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 ethos.

Assessment and Reporting

- * To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- * To assess, record and report on the attendance, progress, and development and attainment of students and to keep such records as is required.
- * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- * 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.
- * To complete the relevant documentation to assist in the tracking of students.
- * To track student progress and use information to inform teaching and learning.
- * 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.
- * To take part in liaison activities such as Open Evenings, Parents Evenings, and liaison events with partner schools

Resource Management

- * Ensure that the resources are deployed efficiently within their teaching areas
- * To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- * To contribute to the process of the ordering and allocation of equipment and materials.
- * 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.

Professional Development

- * 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.

Other Specific Duties:

- * To play a full part in the life of the school community to support its ethos and to encourage staff and students to follow this example.
- * To support the school in meeting its legal requirements for worship.
- * To continue personal development as agreed.
- * To comply with the school's Health and Safety Policy and undertake risk assessment as appropriate.
- * To undertake any other duty as specified by STPCD not mentioned in the above.

Person Specification

Job Title: Teacher

		Essential / Desirable
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Qualifications	Graduate with QTS	E
	Recent relevant professional development	E
	Higher degree classification	D
Skills, knowledge and aptitudes	Ability to think strategically and successfully implement agreed strategies	E/D
	Ability to analyse and solve complex issues with an eye for detail	E/D
	Ability to work effectively with staff, students, governors, parents and the community	E
	Ability to liaise and work with middle managers to promote the education of all children	E
	Ability to inspire and lead a class of students	E
	Ability to use Added Value data to promote learning and to set targets appropriate to pupils' abilities and needs	E
	Ability to liaise with outside agencies	E
Personal qualities	High levels of drive and energy	E
	High levels of interpersonal skills	E
	Commitment to comprehensive education and high student expectations	E
	Ability to set and achieve realistic goals for students	E
	Ability to support, motivate and inspire others	E
	Sense of humour, good listener, positive outlook	E
	Ability to work as part of a team	E
Professional knowledge and understanding	Child protection issues	E
	Strategies for school improvement	E
	Strategies for developing effective teaching/learning	E
	Strategies for ensuring good behaviour	E
	Data analysis and target setting	E
	Work-related, vocational and new 14-19 curriculum	E