



**Job Description – Main Scale Teacher**

**Line Manager – Head of Department**

**Purpose of the Job**

To support the Head of Department ensuring all aspects of the Department's policies and procedures are implemented.

**Principal Responsibilities**

- Plan and prepare courses and lessons.
- Set and mark work in line with the Department and School Policies / Procedures.
- Set work and teach to a student's educational needs and abilities.
- Assess, record and report on the development, progress and attainment of students.
- Promote the general progress and well-being of individual students / classes or groups assigned to the teacher.
- Provide guidance and advice to students on educational matters to further their education and future careers.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Communicate and consult with parents of students.
- Communicate and consult with persons and bodies outside the school as appropriate.
- Participate in Department meetings
- Participate in the Appraisal process
- Review methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development.
- NQTs to participate in the School's Induction Programme.
- Participate in the development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.
- Maintain good order and discipline amongst the students, saf-guarding 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.
- Participate in meetings at school that relate to the curriculum for the school or the administration /

organisation of the School.

- Participate in the School's 'rarely cover' arrangements for absent colleagues.
- Participate in the School's arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations, recording and reporting such assessments and participating in arrangements for supervision during such examinations where appropriate
- Contribute to the professional development of other teaching and non-teaching staff.
- Participate in assemblies and the School's arrangements for registering the attendance of students and supervision of students, whether these duties are to be performed before, during or after school sessions.
- Participate in the administration, co-ordination and organisation of tasks relating to the management or support of teaching and support staff in school.
- Order and allocate equipment and materials as required.

#### **General Duties**

- To be part of a duty team, under the direction of the team leader, carrying out supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents relative to the duties described above.

#### **NOTE**

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.