THE CROSSLEY HEATH SCHOOL

Job Title: Teacher
Line Manager: Department Leader

Job Purpose
To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the School; to ensure the welfare of students is promoted and safeguarded

Duties and Responsibilities

- in consultation with the Department Leader, plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Improvement Plan and the Department Development Plan
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning
- assess, record and report on the development, progress and attainment of the students assigned to him or her within the school guidelines
- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources
- make effective use of data to identify student underachievement and implement intervention and support
- develop quality of teaching through CPD, exposure to outstanding practice and implementing advice following lesson observations
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
- implement the school policy with regard to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety, set and mark homework in line with school policy
- participate in full staff and departmental meetings and to contribute to school decision making and consultation procedures
- be involved in the school Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school's goals and Improvement Plan
- keep up to date with new developments in curriculum area and pedagogy

Additional specific responsibility

- to be a Tutor to an assigned Tutor Group and to carry out duties related to this role

General duties

- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties
- act as a positive role model to young people and uphold the highest standards in professional conduct
- operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- ensure effective communication with all colleagues (teaching and support staff)

Signed:_____ Name:_____ Date:_____