



# PLATANOS COLLEGE

An outstanding school for pupils of all abilities

## JOB DESCRIPTION

### TEACHER

<b>Reporting To</b>	Head of Department / Director of Learning
<b>Responsible For</b>	The provision of a full learning experience and support for pupils
<b>Liaising With</b>	Headteacher, Assistant Headteacher, Deputy Head, external agencies and parents
<b>Salary/Grade</b>	Negotiable/dependent on experience
<b>Disclosure Level</b>	Enhanced
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate</li> <li>To monitor and support the overall progress and development of pupils as a teacher/form tutor</li> <li>To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential</li> <li>To contribute to raising standards of pupil attainment</li> <li>To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth</li> </ul>
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area</li> <li>To contribute to the subject area's Improvement Plan and its implementation</li> <li>To attend all appropriate meetings</li> <li>To plan and prepare courses and lessons</li> <li>To contribute to the whole Academy's planning activities</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>To assist the Head of Subject and SLT to ensure that the curriculum area provides a range of teaching which complements the Academy's Strategic Objectives</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Academy's Aims and Strategic Objectives</li> </ul>



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<b>Staff Development: Recruitment / Deployment</b>	<ul style="list-style-type: none"> <li>To take part in the Academy's staff development programme by participating in arrangements for further training and professional development</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>To help to implement Academy quality procedures and to adhere to those</li> <li>To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria</li> <li>To seek/implement modification and improvement where required</li> <li>To review from time to time methods of teaching and programmes of work</li> <li>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 Academy</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc</li> <li>To complete the relevant documentation to assist in the tracking of pupils</li> <li>To track pupil progress and use information to inform teaching and learning</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents of pupils as appropriate</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the Academy</li> <li>To follow agreed policies for communications in the Academy</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools</li> <li>To contribute to the development of effective subject links with external agencies</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>To contribute to the process of the ordering and allocation of equipment and materials</li> <li>To assist the Key Stage Co-ordinator to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the pupils</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>To be a form tutor to an assigned group of pupils</li> <li>To promote the general progress and well-being of individual pupils and of the form tutor group as a whole</li> </ul>



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	<ul style="list-style-type: none"> <li>• To liaise with the Key Stage Co-ordinator/s and Directors to ensure the implementation of the Academy's Pastoral System</li> <li>• To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life</li> <li>• To evaluate and monitor the progress of pupils and keep up- to-date pupil records as may be required</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports</li> <li>• To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved</li> <li>• To communicate as appropriate, with the parents of pupils and with persons or bodies outside the Academy concerned with the welfare of individual Pupils, after consultation with the appropriate staff</li> <li>• To contribute to PSHE and Religious Education according to Academy policy</li> <li>• To apply the Behaviour Management systems so that effective learning can take place</li> </ul>
<p><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>• To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in Academy and elsewhere</li> <li>• To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils</li> <li>• To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of pupils</li> <li>• To undertake a designated programme of teaching</li> <li>• To ensure a high quality learning experience for pupils which meets internal and external quality standards</li> <li>• To prepare and update subject materials</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to pupil needs, and demands of the syllabus</li> <li>• To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> </ul>



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	<ul style="list-style-type: none"> <li>• To undertake assessment of pupils as requested by external examination bodies, the subject area and Academy procedures</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as specified in the Academy's Marking and Assessment policy</li> <li>• To effectively use pupil data to inform planning and teaching in order to drive progress and attainment</li> </ul>
<p><b>Other Specific Duties</b></p>	<ul style="list-style-type: none"> <li>• To continue personal development as agreed at Performance Management</li> <li>• To engage actively in the Performance Management process</li> <li>• To address the Performance Management targets set by the line manager each Autumn Term</li> <li>• To undertake any other duty as specified by the School Teachers' Pay and Conditions Body (STPCB) and Teachers' Standards not mentioned in the above</li> <li>• To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example</li> <li>• To support the Academy in meeting its legal requirements for worship</li> <li>• To adhere to and promote whole school policies, procedures and practices</li> <li>• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To comply with the internet code of practice</li> <li>• To show a record of excellent attendance and punctuality</li> <li>• To adhere to the Academy's Dress Code</li> </ul>

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.



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The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List.

Offer of employment is always conditional on the receipt of satisfactory references.

**Signature:**

**Date:**