

THE SELE SCHOOL



BUSINESS AND ICT TEACHER

JOB DESCRIPTION

A teacher at The Sele School is expected to carry out the professional duties of a school teacher as circumstances may require under the reasonable direction of the Headteacher. These descriptions should be used alongside the Teacher Standards which apply to all teaching staff. The expectations of teachers' work vary according to the stage of their career as described in the Performance Appraisal Policy.

In particular, a teacher shall perform the following duties, under the direction of the Head of Department, where appropriate:

1.
 - a) the planning and preparing of courses and lessons ensuring work is differentiated for your learners and is recorded in the Teacher's Planner or with an agreed alternative system
 - b) teaching, according to their educational needs, the students assigned, including the setting and marking of work to be carried out by the student in school and elsewhere
 - c) to incorporate the literacy 'focus' into the lesson when appropriate or relevant
 - d) to liaise with Learning Support Assistants who are assigned to your teaching groups to ensure that they know ahead of time their role and purpose in each lesson
 - e) to issue homework according to the Homework Timetable and Policy and post it on 'ShowMyHomework'
 - f) assessing, recording and reporting on the development, progress and attainment of students (as appropriate in each case having regard to the curriculum for the school).

2.
 - a) promoting the general progress and well-being of individual students and any class or group of students assigned to them
 - b) communicating and consulting with parents/carers of students
 - c) making records and reports on the personal and social needs of the students
 - d) providing guidance and advice to students on educational and social matters as appropriate
 - e) communicating and co-operating with persons or bodies outside the school
 - f) participating in meetings arranged for any of the purposes described above.

3. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
4.
 - a) Reviewing from time to time their methods of teaching and programme of work
 - b) Participating in arrangements for their own further training and professional development.
5. Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, programmes, methods of assessment, teaching and pastoral arrangements.
6. Maintaining good order and discipline among the students and safeguarding their safety on the school premises and when engaged in authorised school activities elsewhere.
7. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
8. Supervising, and as far as is appropriate, teaching any students whose teacher is not available to teach them provided that the teacher has been unavailable for less than the statutory period.
9. Participating in 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 students' presentation for and supervision during such examinations.
10.
 - a) Participating in administrative and organisational tasks related to such duties as described above – including a record of attendance of teaching groups
 - b) attending assemblies, registering the attendance of students and supervising students.
11. Plan and teach (using Scheme of Work written by school) Citizenship and/or PHSE lesson one hour per week for chosen groups. (Should these subjects be on the Curriculum model.)
12. Carry out Form Tutor responsibilities in conjunction with Pastoral Co-Ordinator.
13. Preparing and attending extra-curricular work as required.
15. Engaging appropriately in the Performance Appraisal processes.