

## Job description – Qualified Teacher

<p><b>Purpose</b></p>	<p>To continue the progress of Frome College towards being an acknowledged centre of excellence of teaching and learning by:</p> <ul style="list-style-type: none"> <li>• Delivering the curriculum and securing excellent outcomes for students in their given paths</li> <li>• Advising the Head of Subject, Head of Faculty and Vice Principal on the use of progress in teaching and learning throughout the curriculum area</li> <li>• Support the Head of Subject/ Head of Faculty to ensure the development and success of the faculty</li> <li>• Act as an effective member of the College teaching staff, carrying out the assigned teaching duties and the assigned responsibilities - keep up-to-date of relevant curriculum developments - keep effective records up to date</li> <li>• Acting as a responsible member of the College staff with regard to College policies, programmes and premise</li> <li>• Undertaking pastoral and administrative duties in respect of students in the tutor group and year.</li> </ul> <p><b>Tutor Information</b> Tutors are required to act as an effective member of the House carrying out the duties and responsibilities included in the Tutor role. This will be in liaison with the Head of House.</p>
<p>Reporting to</p>	<p>Head of Subject/Head of Faculty</p>
<p>Line managed by</p>	<p>Senior Leadership Team</p>
<p>Responsible for</p>	<p>Delivering the curriculum and securing excellent outcomes for students There are five aspects which enable the key purpose to be achieved:</p> <ul style="list-style-type: none"> <li>• Planning, understanding and expectations</li> <li>• Managing student learning</li> <li>• Progress, evaluation and assessment</li> <li>• Relationships – staff, parents, community</li> <li>• Managing performance and development</li> </ul> <p><b>Planning, understanding and expectations</b> To ensure</p> <ul style="list-style-type: none"> <li>• A secure knowledge and understanding of specialist subject, relevant aspects of the National Curriculum and other statutory requirements</li> <li>• Clear teaching objectives, content, lesson structure and sequences appropriate to the subject matter and the students are established</li> <li>• The setting of appropriate and demanding expectations and targets for students' learning and motivation</li> </ul>

- The identification of students who have special educational needs and to ensure via College systems that these students get positive and targeted support

### **Managing Student Learning**

To ensure

- Effective teaching of students so that teaching objectives are met, momentum and challenge are maintained and the best use is made of teaching time
- High expectations for students, behaviour and the establishment and maintenance of good standard of discipline through well focused teaching and through positive and productive relationships.
- Teaching methods are used that keep students engaged
- Good use is made of textbooks, ICT and other learning resources which enable teaching objectives to be met
- Health and Safety Regulations are observed and safe working practices followed

### **Progress, Evaluation and Assessment**

To ensure

- Assessment of how well learning objectives have been achieved is carried out and that this assessment is used to enhance further teaching
- Marking and monitoring of classwork and homework provides constructive oral and written feedback setting targets for students' progress
- An understanding of the demands expected of students in relation to the National Curriculum, KS4 and post-16 courses
- Progress towards student targets is secured

### **Relationships with Staff, Parents and Community**

To ensure

- Informative reports are prepared and presented to parents
- That there is a recognition that learning takes place outside a school context, and opportunities are provided to develop students' understanding by relating to real and work related examples
- There is an understanding of the need to liaise with agencies responsible for students' welfare
- Effective working relationships are established with professional colleagues within our "one staff" ethos
- Participation in the development of schemes of work, materials and syllabuses of the Faculty and attendance at faculty team meetings

### **Managing Performance and Development**

To ensure

- Responsibility is taken by individuals for their own professional development
- There is an understanding of an individual's professional responsibilities in relation to school policies and practices (e.g. child protection)
- A good example is set to students by the way individuals present themselves and by their personal conduct
- Self-evaluation of teaching takes place and is used to improve its effectiveness In addition, staff must ensure
- They carry out the supervision of students as detailed by the Principal
- They participate as required in meetings with colleagues and parents in respect of the duties of the post
- They accept a specific responsibility within the faculty team, year or staff as determined by mutual agreement
- They support community education by making opportunities known and participating in their delivery
- They carry out the duties of a form tutor in respect of form students, if required to do so, to include:
  - ♦ The maintenance of discipline and acceptable standards of conduct and appearance of students
  - ♦ The establishment of rapport with students to develop their social and academic potential and be a main source of reference for their problems;

	<ul style="list-style-type: none"> <li>◆ The accurate marking of form registers, ensuring absences and lateness's are accounted for and taking appropriate action laid down in the Staff Handbook where they are not</li> <li>◆ The compilation of reports, profiles and references on students as required</li> <li>◆ The monitoring of homework of students, the teaching of tutor periods, escorting the form to assemblies and attending tutor meetings called by the Head of House</li> <li>◆ The delivery of personal and pastoral care to individual students, having due regard to contemporary circumstances in Society e.g. substance abuse, road safety and criminal activities. Exercising vigilance and the immediate reporting of suspicion or knowledge of child abuse to the appropriate Vice Principal.</li> </ul> <p>Support the Head of Subject/Head of Faculty in establishing/ maintaining high standards of behaviour in classes within the subject using the College's rewards and sanctions policy.</p>
Liaising with	Principal, Vice Principals and Assistant Principals, other Faculty Leaders/Department, Student Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents, Governors.
Salary/grade	TMS
Operational/strategic planning	<ul style="list-style-type: none"> <li>● To ensure that the core focus in the school is Learning</li> <li>● To support the Faculty in developing appropriate, rich, teaching and learning strategies in accordance with the Frome College Learning Policy and Assessment &amp; Target-setting Policy</li> <li>● To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the College</li> <li>● To liaise with the SENCO and Gifted &amp; Talented Coordinator in order to extend the curriculum for all ensure support, stretch and challenge.</li> </ul>
Curriculum provision	<ul style="list-style-type: none"> <li>● To ensure delivery of the taught curriculum</li> </ul>
Curriculum development	<ul style="list-style-type: none"> <li>● To support curriculum development of the faculty</li> <li>● To set, monitor and support the delivery of targets for use and application within the Faculty</li> <li>● To keep up to date with national developments within pedagogy and teaching practice and methodology</li> <li>● To monitor and respond to curriculum development and initiatives at national, regional and local levels</li> </ul>
Staff development	<ul style="list-style-type: none"> <li>● To work with all staff to create innovative resources that reflects our desire to be an acknowledged centre of excellence</li> <li>● To participate in the induction process for NQT teaching posts and to ensure effective induction of new staff in line with College procedures</li> <li>● To promote teamwork and to motivate staff with a 'can-do' philosophy to ensure effective working relations</li> <li>● To participate in the school's ITT programme</li> </ul>

Quality assurance	<ul style="list-style-type: none"> <li>• To support the Head of Subject/Faculty in ensuring the effective operation of the team throughout the subject so that the best use is made of personnel within Teaching and Learning, Assessment and Monitoring</li> <li>• Effective use of common standards of practice across the College and develop the effectiveness of teaching and learning styles in all subject areas using the Frome College Learning &amp; Teaching Policy</li> <li>• To contribute to the College procedures for lesson observation</li> <li>• To implement College quality procedures</li> <li>• To seek/implement modification and improvement where required particularly resulting from Faculty Reviews</li> </ul>
Management information	<ul style="list-style-type: none"> <li>• To work with the MIS to ensure that the SIMS system provides the data required by staff</li> <li>• To provide the Head of Subject/Faculty with relevant information and analysis relating to the subject.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• To attend Head of Subject meetings as required</li> <li>• To attend other meetings as required</li> </ul>
Management of resources	To support the Head of Subject/Faculty gather requests/ requirements of the team for the available resources of accommodation, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, requisitioning, organising and maintaining equipment and stock and keeping appropriate records and liaise with relevant personnel.
Teaching	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
Additional duties	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its written statement of values and aims, the broad aspirations of Frome College and to encourage and ensure staff and students to follow this example.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.</p> <p>Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.</p> <p>This job description is current at the date shown, but will be reviewed annually as part of the Performance Management process or at other appropriate times as determined by the Principal.</p>
April 2018	Emma Reynolds - Principal