**MAINSCALE**

**JOB DESCRIPTION**

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| **Job Title** | Teacher Mainscale |
| **Directly responsible to** | * Head of Department/Faculty |
| **Primary Post and Scope of the Job** | * Deliver an appropriately broad, balanced, relevant and differentiated curriculum which provides all students with the opportunity to achieve their individual potential. * Monitor and support the progress of students and take appropriate action to ensure the highest possible standards of learning and achievement. * Implement the School/Faculty Rewards and Consequences policy in a fair and professional manner. * Contribute to the overall work of the Faculty and School in a positive and supportive manner. * To be a lead professional in the provision of effective behaviour management. |
| **Key Tasks and Accountabilities** | **PLANNING**   * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies inline with the computing national curriculum requirements * To contribute to the Faculty’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school’s planning activities. * To attend Faculty Meetings according to the pre-arranged timetable.   **CPD**   * To take responsibility for personal and professional development by actively seeking out training opportunities, as well as participating in school based INSET. * To engage in the Professional Growth Model in a positive and professional manner.   **COMMUNICATION**   * To participate in the programme of parent and community liaison activities which include Open Evenings, Parents’ Evenings. * To communicate effectively with parents and other external agencies as appropriate. * To follow agreed policies for communication in the school.   **MANAGEMENT OF INFORMATION**   * To maintain appropriate records and provide relevant, accurate and up-to-date information as required. * To track student progress and use information to inform teaching and learning.   **PASTORAL SYSTEM**   * To be a Form Tutor to an assigned group of students and attend relevant Year Team briefings/meetings. * To promote the general progress and well being of individual students and of the Form Tutor Group as a whole. * To liaise with a Pastoral and Achievement Leader to ensure the implementation of the school’s Pastoral System and Behaviour Management Policy. * To take responsibility for the daily Form Tutor time and follow the designated programme of activities. * To evaluate and monitor the progress of students and keep up to date student records as may be required. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate, as appropriate, with the parents of students.   **TEACHING**   * To teach students according to their educational needs, including the setting and marking of work completed by the student both in school and at home. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that Literacy and Numeracy policies/strategies are reflected in the teaching/learning experience of students. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus * To maintain discipline in accordance with the school’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To mark, grade and give written/verbal and diagnostic feedback as required. |
| **General** | ***Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified.*** |