**MAINSCALE**

**JOB DESCRIPTION**

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| **Job Title** | Teacher Mainscale |
| **Directly responsible to** | * Head of Department/Faculty
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| **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.
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| **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.
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| **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.*** |