

“Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students”. (Pre-amble to Teachers’ Standards)

Key Responsibilities:

- Under the reasonable direction of the Head Teacher, carry out the professional duties of a school teacher as set out in the Teachers’ Standards and the School Teachers’ Pay & Conditions Document
- To actively promote the ethos of Simon Balle School & contribute effectively to the professional learning community
- To set high expectations which inspire, motivate & challenge all students
- To plan, implement & deliver an appropriate curriculum which is differentiated to meet the learning needs of all students
- To plan & teach good sequence of lessons, using accurate & relevant data to produce productive assessment tools
- To promote, support & monitor the overall progress & personal development of students both as a teacher & form tutor
- To be a positive professional role model, who builds effective relationships which show tolerance, dignity & respect for the rights of others

Core Expectations

A teacher at Simon Balle must:

- Be aware and responsible for safeguarding and promoting the welfare of students
- Have the highest expectations for all students
- Ensure that their teaching is within the framework of the specification, follows the Scheme of Learning & is in line with Departmental expectations
- Prepare all lessons thoroughly to ensure that all students make progress are highly engaged & motivated
- Use a range of learning strategies, make learning intentions explicit & review impact systematically
- Develop both skills & knowledge, creating independent curious learners
- Establish & maintain a safe & stimulating learning environment, devoid of clutter & one which can promote flexible learning approaches
- Require high standards of conduct from students; ensure that uniform is worn correctly, in line with the schools’ ethos. Use a range of strategies, using praise, sanctions & rewards with fairness & consistency
- Be familiar with students’ prior achievements, target grades & current progress & use this information to plan learning
- Mark & assess students’ work, ensuring that feedback is diagnostic, formative, accurate & positive, reflecting the schools’ Marking & Feedback procedures
- Keep records in line with school policy which show that student progress is being reviewed & monitored regularly

- Write reports, references & other formal requests to record student progress & achievements
- Regularly inform & consult with other teachers, Heads of Year, Head of Department & attend consultation meetings with parents as indicated in the annual calendar
- Actively promote the delivery of SMSC (spiritual, moral, social, cultural education) & other key priorities highlighted in the School & Departmental improvement plans
- Attend all meetings as calendared
- As requested set work for absent students (e.g. sickness/ exclusion) & if absent yourself from teaching lessons
- Carry out duties in line with the published Rota; attend assemblies & other student activities as requested
- Participate in & be prepared to lead from time to time, enrichment activities such as trips, competitions & clubs
- Be committed to continuous professional development, improving your teaching by keeping up to date with both subject knowledge & pedagogy. Understand the importance of self-reflection & the role of appraisal, identifying personal goals & strategies to meet career grade expectations.
- Actively participate in the range of continuous professional learning opportunities on offer, for example, INSET, meetings, coaching, mentoring, action research, professional library, other school visits etc. as appropriate
- Respond to any reasonable request made by a Senior Colleague to support the smooth running of the school.

This job description will be reviewed annually & may be subject to amendment or modification at any time after consultation with the job holder. It is not intended to be a definitive list of all activities but it sets out the main expectations of the school in relation to the post holder's professional responsibilities & duties

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.