



GROVE SCHOOL  
A mind set to succeed

## JOB DESCRIPTION TEACHER



GROVE COLLEGE  
A mind set to succeed

<b>Post Title:</b>	Teacher
<b>Aims of the post:</b>	<ul style="list-style-type: none"> <li>To provide the highest quality of education, care and preparation for life for all students in the school in accordance with the Teachers' Standards 2012 (indicated in brackets through the rest of this document in <i>italics</i>).</li> </ul>
<b>Reporting To:</b>	<ul style="list-style-type: none"> <li>The Director of Studies.</li> </ul>
<b>Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.</li> </ul>
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>To participate with the Director of Studies and other colleagues in the development of appropriate specifications, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses (<i>TS1, TS4, TS5</i>).</li> <li>To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress (<i>TS1, TS2, TS5</i>).</li> <li>To share in the preparation and delivery of SMSC elements in all lessons across the curriculum (<i>TS8</i>).</li> <li>Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity (<i>TS4</i>).</li> <li>Impart knowledge and develop understanding through effective use of lesson time (<i>TS3, TS4</i>).</li> <li>To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice (<i>TS3</i>).</li> <li>Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject (<i>TS3</i>).</li> </ul>

	<ul style="list-style-type: none"> <li>• Reflect systematically on the effectiveness of lessons and approaches to teaching (<i>TS4</i>).</li> <li>• To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues (<i>TS8</i>).</li> <li>• Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis according to the school homework policy (<i>TS4, TS8</i>).</li> <li>• To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities (<i>TS8</i>).</li> <li>• To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery (<i>TS3</i>).</li> </ul>
<b>Management and Assessment</b>	<ul style="list-style-type: none"> <li>• Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements (<i>TS6</i>).</li> <li>• To take responsibility for particular aspects of the subject(s) in consultation with the Director of Studies (<i>TS8</i>).</li> <li>• Use relevant data to monitor progress, set targets and plan subsequent lessons (<i>TS6</i>).</li> <li>• Be accountable for students' attainment, progress and outcomes (<i>TS2</i>).</li> <li>• Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements (<i>TS6</i>).</li> <li>• To register each class using the electronic registration system according to school procedures (<i>TS7</i>).</li> <li>• To take responsibility for the safe-keeping of the electronic folder or laptop used for registration etc (<i>TS7</i>).</li> <li>• To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy (<i>TS6</i>).</li> <li>• To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience (<i>TS8</i>).</li> <li>• To monitor and control the use and storage of teaching materials, books and equipment (<i>TS8</i>).</li> <li>• To supervise the use and care of the School fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations (<i>TS8</i>).</li> </ul>
<b>Safeguarding and Student Well-Being</b>	<ul style="list-style-type: none"> <li>• To act as a personal tutor within the Year system (<i>TS8</i>).</li> <li>• To be responsible for the well-being of their personal tutor group (<i>TS8</i>).</li> <li>• To act as the first point of contact for parents / carers (<i>TS8</i>).</li> <li>• To monitor and improve attendance rates for the tutor group (<i>TS7</i>).</li> </ul>

	<ul style="list-style-type: none"> <li>• To be responsible for the School's reward system within the tutor group (TS1).</li> <li>• To meet regularly with the Progress Leader and attend year team meetings (TS8).</li> <li>• To support inter-form and extra-curricular activities as arranged (TS8).</li> <li>• To promote fundamental British Values and the Prevent agenda through our Discovery Days' Programme (TS8).</li> <li>• To ensure that students follow the School's uniform policy (TS7).</li> <li>• To ensure that students follow the School's rules and policies (TS7).</li> <li>• To set a good example in terms of dress, punctuality and attendance (<i>Part Two: Personal and Professional Conduct</i>).</li> <li>• To implement safeguarding and child protection policies including keeping up to date with changes (<i>Part Two: Personal and Professional Conduct</i>).</li> <li>• To promote actively guidance in the Teachers' Code of Conduct, Keeping Children Safe in Education and Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (<i>Part Two: Personal and Professional Conduct</i>).</li> <li>• To participate in training for safeguarding (<i>Part Two: Personal and Professional Conduct</i>).</li> <li>• To adhere to the e-safety Policy both in terms of student and personal use (<i>Part Two: Personal and Professional Conduct</i>).</li> </ul>
<p><b>Communications and Meetings</b></p>	<ul style="list-style-type: none"> <li>• Communicate effectively with parents / carers with regard to pupils' achievements and well-being (TS8).</li> <li>• Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support (TS8).</li> <li>• To alert Directors of Studies, Progress Leaders and other staff to problems arising with individual students in accordance with whole-school policies (TS7).</li> <li>• To participate actively in meetings with colleagues and parents (TS8).</li> <li>• To attend INSET sessions and working parties related to new initiatives in teaching and learning (TS8).</li> </ul>
<p><b>Finance</b></p>	<ul style="list-style-type: none"> <li>• To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the students (TS8).</li> <li>• To ensure that equipment, books and premises are maintained in accordance with school policies (TS8).</li> </ul>
<p><b>General Duties</b></p>	<ul style="list-style-type: none"> <li>• To adhere to the policies and procedures of The Grove School.</li> <li>• To carry out 'the duties of a schoolteacher' as set out in the School Teachers' Pay and Conditions Document &amp; Teachers' Standards.</li> </ul>

	<ul style="list-style-type: none"> <li>• To share in the corporate responsibility for the development and well-being of all students.</li> <li>• Make a positive contribution to the wider life and ethos of the school.</li> <li>• Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community based on mutual respect between students and staff</li> <li>• To take a pro-active part in the School's appraisal system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning in the school.</li> <li>• To take reasonable care of one's own health and safety and that of others and inform the Site Manager of any concerns with regard to health and safety.</li> </ul>
<b>Ethos</b>	<ul style="list-style-type: none"> <li>• Promoting the ethos of the School, as expressed in the vision statements and improvement plans, is a shared responsibility to which teaching staff make a significant contribution.</li> </ul>
<p>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the School and their implications.</p>	