

Job Description

Post Title	Teacher (subject teacher and form tutor)
Location	The Norwood School
Purpose	<ul style="list-style-type: none"> To be responsible through effective teaching and consistent adherence to the school's aims and policies for assisting pupils to learn effectively, develop personally and achieve their individual potential To implement, provide and engage pupils in an appropriately broad, balanced, relevant and differentiated curriculum To contribute to the school's provision of extra-curricular activities To monitor and support the overall progress and development of pupils as a teacher/form tutor To contribute to raising standards of pupil attainment and to ensuring that within the context of the school that value is added To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to	Head of Department/Faculty with regard to curriculum matters Head of Year with regard to pastoral care of pupils
Liaising with	The Headteacher and other leadership team members, Head of Department/Faculty Area, Leading Practitioner, other teachers, relevant support staff, LA consultants, parents and external agencies
Working time	As detailed in the school Teachers' Pay and Conditions Document
Salary	Relevant point on the Inner London Teachers' Pay Spine
Operational/Strategic Planning at school and department/ curriculum area level	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, schemes of work, lesson plans, resources and teaching strategies in the department/curriculum area To contribute to the department's/curriculum area's improvement plan, its implementation and monitoring To plan and prepare courses and lessons to a high standard To support by all appropriate means the aims and ethos of the school and promote achievement in all its forms To contribute to whole school planning activities, through membership of working groups and as a form tutor
Teaching and Learning	<ul style="list-style-type: none"> To teach pupils according to their educational needs, including the preparation, planning and marking of work to be carried out by the pupil in school and elsewhere (including homework) To be a role model for teaching, setting high expectations, developing pedagogy, pupil's learning styles and a climate for learning To implement the policies, standards of practice and procedures set within the school/department so pupils' learning and well being are consistently supported To promote the school's specialism of Performing and Visual Arts through the curriculum and where relevant as a specialist subject within the specialist school development plan To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experiences of pupils To ensure that teaching/learning contributes to the pupils' social, moral, cultural and spiritual experience To participate in lesson observations by being observed and observing others as part of peer assessment and/or coaching programmes

	<ul style="list-style-type: none"> • To participate in the school's procedures for marking, assessment, recording and reporting on pupil attendance, punctuality and progress • To communicate a positive image of the department and the school • To play a role in fostering an orderly environment both within and beyond the classroom, good attendance and punctuality • To undertake an appropriate programme of teaching in accordance with the duties of a teacher as set out in the Teachers' Pay and Conditions Document
Curriculum Provision	<ul style="list-style-type: none"> • To assist the Head of Department/Faculty area/relevant Deputy Headteacher to ensure that the department/curriculum area provides a range of teaching which complements and supports the school's aims, priorities and policies
Curriculum Development	<ul style="list-style-type: none"> • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the pupils, examining and awarding bodies and the school's mission, aims and priorities
Staffing Development	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development • To keep abreast of developments within the subject area, teaching practice and methodology, pastoral care and initiatives at a local, national and global level
Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To ensure the effective deployment of classroom support
Involvement in and accountability for Appraisal	<ul style="list-style-type: none"> • To engage actively in the Appraisal process, undertaking a review and objective setting
Pupil Outcomes	<ul style="list-style-type: none"> • To make a contribution to the discussions on target setting within the department/curriculum area and to work towards the achievement of the targets set for the classes taught • To participate in systems for monitoring pupil progress and to use the outcomes of these to review teaching and learning strategies to make modifications/improvements in order to achieve at least the targets set • To prepare pupils for public and internal examination, to ensure public examination entries are appropriate and accurate for individual pupils
Pastoral	<ul style="list-style-type: none"> • To act as a form tutor when required and to carry out the duties associated with that role • To promote the general progress, well-being, attendance, punctuality and behaviour of individual pupils and of the tutor group as a whole • To liaise with the Head of Year to ensure the effective implementation of a high quality pastoral system • To register pupils, accompany them to assemblies and encourage their participation in all aspects of school life • To evaluate and monitor the progress of pupils and keep up to date records as may be required • To contribute to the production of action plans, progress files and other reports and to co-ordinate the process of initial assessment for SEN • To alert appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved • To communicate with parents, persons or agencies concerned with the welfare of individual pupils, after consultation with appropriate staff • To check pupil uniform and take appropriate action if uniform is incorrect • To encourage individual pupils and tutor group as a whole to support and adhere to the Code of Conduct and the Classroom Expectations

	<ul style="list-style-type: none"> • To contribute to PSHCE, Citizenship education as may be required • To apply the behaviour management systems so that effective learning can take place • To be committed to safeguarding and promoting the welfare of students
Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and pupils to follow this example • To actively promote the schools' policies • To continue personal development • To comply with the school's Health and Safety policy and undertake risk assessments • To carry out supervisory duties in accordance with the school's published information • To inform the school when you are absent from work and to set work for the classes which will require cover • To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned above
Safeguarding	<ul style="list-style-type: none"> • To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect. • When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. • In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
Equal Opportunities	<ul style="list-style-type: none"> • To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service. • To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equality Act 2010.
Health and Safety	<ul style="list-style-type: none"> • In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
Data Protection	<ul style="list-style-type: none"> • When working with computerised systems to be completely aware of responsibilities at all times under General Data Protection Regulations for the security, accuracy, and significance of personal data held on such systems.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and not part of it may be so construed. In allocating time to the performance of duties and responsibilities the post-holder must have due regard to the paragraphs relating to working time in the School Teacher's Pay and Conditions Document.

This job description is not necessarily a comprehensive definition. It will be reviewed annually.

Signatures – Job Description discussed and agreed

Signature of Post Holder:

Date:

Signature of Supervisor:
(Line Manager)

Date: