



Maghull High School

Developing an enjoyment of, and a commitment to, learning
Through Challenge to Achievement
Through Encouragement to Self-Esteem
Through Inspiration to Fulfilment

Job Description

Generic for all Teachers

Aims:

This job description aims to support the work of all teaching members of staff so that:

- We continuously improve the effectiveness of our teaching.
- We are clear as to what our role requires and what we need to achieve for our pupils and the school
- We continuously improve the ways by which we support the learning of our pupils
- We all gain a sense of pride and satisfaction in our work

Objectives:

- To raise pupils' attainment
- To improve pupils' progress
- To improve pupils' behaviour and their ability to manage life-long learning
- To improve pupils' attendance

Rationale:

The key task of any teaching member of staff is their teaching. To be an effective teacher requires a clear understanding as to what we need to do and what we need to achieve. We also need to know how to achieve what we intend, and realise how the support of others is crucial. We need to know how what we do fits with the work of others at a team and whole school level.

Everything we do will have four principles, (posed as questions):

COMMITMENT: Am I clear as to what I need to achieve (policy and specifying the quality we need) and am I determined to meet my intentions (action plans)?

PLANNING: Do I plan individually (lesson plans, Personal Development Plan etc.), with my team (Schemes of work, Team Improvement Plan, targets to be met etc.) and in-line with the whole school aims (Improvement Plan etc.), checking the three levels complement each other?

ACTION: Do I ensure that I move policy into practice (implementation and monitoring)?

REVIEW: Do I evaluate my work, reflect on what we see, and adapt my practice through learning to improve (review and evaluation)?

Job Description

This description is in-line with teacher's conditions of service and other relevant legislation. This includes the entitlement of a teacher to consultation before any changes or extensions are made. At all times these consultations operate in firm accordance with the school's Equal Opportunity policy.

In line with statutory requirements and the school health and safety policy, all staff are reminded that they are responsible for their own and others health and safety. Whenever or wherever either should be at risk, this should be brought to the attention of a senior member of staff immediately.

This job description recognises that good teaching requires long hours and very hard work. Commitments for work in school are budgeted for within the 1265 hours time budget.

To be an effective teacher I will:

1. Work to achieve our shared mission and aims by making every effort to make our practice conform with whole school and team policy. I will make a similar effort to comply with requests or directives in full and by the time set.
2. Manage my own professional development. This is achieved by evaluating and reflecting on my own performance and deciding what I need to change and improve. This change will require my personal learning.
3. As an essential development tool take a full and open part in the Professional Development Review and Performance Management systems, taking advantage of subsequent individual or full school learning development opportunities.
4. Plan each lesson and each series of lessons taking due account of:
 - Clear objectives explained to pupils
 - Demanding and high expectations
 - Effective and challenging pace
 - Differentiation for each level of ability, matching learning tasks to individual need
 - Range of learning activities for pupils, including those that develop self-managing skills and independent learning.
 - Effective selection and use of resources
 - Monitoring and assessment that informs the learning of pupils and your teaching.
 - Use of homework in line with school policy
 - Learning and behaviour management.
 - Choice of appropriate and varied teaching styles - e.g. exposition, discussion, individual / group support, especially use of language that demands thinking by pupils.
 - Criteria against which to test the effectiveness of our teaching.- self evaluation.
 - The level and scope of subject expertise required
 - Conformance with agreed schemes of work.

5. Use pre-planned assessment opportunities to:
 - Test pupil attainment and progress
 - Test the effectiveness of our teaching
 - Provide a reliable basis for feedback to pupils through constructive and pro-active oral or written comment (Cf. school policy) leading to improvement and raised expectations.
 - Provide a reliable basis for reports to parents in-line with school policy
 - Moderate standards across a year and through the school, through meetings with others
6. Work closely with the Inclusive Support Department to help pupils make progress in accordance with their Individual Education Plans
7. Be responsible for my main teaching area so as to make it a stimulating learning environment and one which celebrates pupils' achievements through well displayed pupils' work.
8. Take a full part in team meetings and full school training events. Working to build a positive relationship between myself and my team leader (line manager). His or her responsibility to me is to provide professional leadership, and professional advice through their role as mentor or coach.
9. Ensure that I request resources in sufficient time and in sufficient detail so that support/ administrative staff can meet my needs.
10. Perform those tasks that from time to time are necessary for the smooth running and success of the school e.g. supporting others, budgeting, planning

These responsibilities may be reviewed at any time with due consultation and will be reviewed at regular intervals as part of the School Improvement Planning process.

Signed: _____ Date: _____ Head Teacher

Signed: _____ Date: _____ Post-holder