Sir Harry Smith COMMUNITY COLLEGE
AMBITION & ASPIRATION FOR ALL

Teacher Job Description

Sir Harry Smith Community College is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Main Pay Range

Paragraphs 1 to 8 below are a Main Pay Range teachers' responsibilities as set out in the Contractual Framework for Teachers of the School Teachers' Pay and Conditions Document and as such may be amended by subsequent documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Principal.

Upper Pay Range

In addition to the duties and responsibilities of a Main Pay Range teacher, as an Upper Pay range teacher you are required to be highly competent in all elements of the Teachers' Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the accountabilities under paragraph 9 and, if you are paid at the maximum of the Upper Pay Range, accountabilities under paragraph 10.

1. Teaching

1.1 Plan and teach lessons and sequences of lessons to the classes you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
1.3 Set and mark work to be carried out by students in school and elsewhere.
1.4 Participate in arrangements for preparing students for internal and external examinations.

2. Whole School Organisation, Strategy and Development

2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
2.2 Work with others on curriculum and/or student development to secure co-ordinated outcomes.
2.3 Supervise, and so far as is practicable, teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, Safety and Discipline

3.1 Promote the safety and well-being of students in accordance with the school's Safeguarding and Child Protection Policy and other relevant policies.
3.2 Maintain good order and discipline among students in accordance with the school's Behaviour Policy.

4. Management of Staff and Resources

4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff, where relevant to your role.
4.3 Deploy resources delegated to you in accordance with school policies.

5. Professional Development

5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

6.1 Communicate with students, parents and carers in accordance with the school ethos, policies and practice.

7. Working with Colleagues and Other Relevant Professionals

7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
7.2 Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil Wider Professional Responsibilities

8.1 Make a positive contribution to the wider life and ethos of the school.

9. Upper Pay Range Accountabilities

9.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
9.2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
9.3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
9.4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
9.5 Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy, including how learning progresses within them than a Main Pay Range teacher.
9.6 Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
9.7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

9.8 Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.

10. Additional Accountabilities for the Maximum of the Upper Pay Range

In addition to the requirements of a Main Pay Range teacher and a lower Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

10.1 Play a critical role in the life of the school.
10.2 Provide a role model for teaching and learning.
10.3 Make a distinctive contribution to the raising of student standards.
10.4 Contribute effectively to the work of the wider team.
10.5 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.

This job description was revised in January 2021. It will be reviewed annually as part of the Performance Management process.

This job description and related documents provide the standards and framework for Performance Management Objectives for a Main Pay Range and an Upper Pay Range teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period.

The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of students at that school.