

JOB DESCRIPTION-

Title:	Teacher of General Subjects
Salary/Grade::	Main Pay Spine + 1 point special needs
Responsible to::	Headteacher, Deputy Headteachers, Assistant Headteachers
Staff for whom responsible:	Teaching Assistants
Control of Resources:	Resources

PURPOSE OF POST:

1. To promote the aims and objectives of the school as laid down by the governing body.
2. To promote the development of the Authorities Equal Opportunities Policy throughout all aspects of school's life.
3. To deliver appropriate courses and accreditation to meet a range of needs.
4. To provide excellent learning opportunities for all pupils.

PRINCIPAL DUTIES AS RECOMMENDED BY BURY LEA:

1. To register classes taught at the commencement of the day.
2. To plan and prepare courses and lessons for a range of subjects appropriate to each class assigned to him/her in written form.
3. To teach, according to their educational needs, classes assigned to him/her, recording teaching activity in the approved format.
4. To maintain classroom discipline and a safe working environment for pupils, observing all LA and school guidelines with regard to the welfare, health and safety of pupils.
5. To implement the process of assessment, recording and reporting on the development, progress and attainments of pupils taught.
6. To maintain an up-to-date professional knowledge of developments within a range of subjects reviewing from time to time methods of teaching and programmes of work.
7. To participate in arrangements for his/her further training and professional development as a teacher.
8. To attend all appropriate professional meetings as defined by the school's Directed Time.
9. To provide work for classes affected by your absence when this is by prior arrangement.
10. To co-operate and participate with the Head of Department in Departmental administration, activities and management.
11. To maintain a stimulating work environment, principally through display material.
12. To implement, in a professional manner, agreed school Curriculum and Departmental policies.

GENERAL CLASSROOM RESPONSIBILITIES:

1. To ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
2. To ensure that suitable and appropriate individual programmes, group programmes and class programmes of work are prepared, implemented and evaluated in accordance with school policies and the Governors' Curriculum Statement.
3. To ensure that pupils' record of progress are maintained in accordance with the school record keeping policies.
4. To be responsible for the associated work of any non-teaching staff.
5. To ensure that necessary resource material is available, co-ordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
6. To ensure that all classroom stock is properly maintained and accommodated as securely as possible.
7. To maintain and control records of classroom stock.
8. To produce suitable classroom and corridor displays of work.
9. To promote parental and if appropriate, community interest in classroom work.
10. To liaise with teaching and non-teaching staff and concerned professionals with regard to the education of pupils at the school.
11. To liaise with other staff members with regard to the effective and smooth transition of pupils between classes.
12. To contribute to the Annual Review and Statement process and to case conferences as necessary.
13. To work with class teaching assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the school.

SPECIAL CONDITIONS OF SERVICE:

The post holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Headteacher.

The Conditions of Employment applicable to teachers in accordance with the School Teachers' Pay and Conditions Document apply to this post, a copy of which is attached.

This job description is agreed by _____ after discussion with the Headteacher.

Signed _____ Date: _____

PLEASE NOTE THAT THIS JOB DESCRIPTION IS A GUIDE ONLY AND THE ACTUAL JOB DESCRIPTION WILL BE DISCUSSED WITH YOU ON APPOINTMENT. THE JOB DESCRIPTION DOES NOT INCLUDE RESPONSIBILITIES WHICH MAY BE INCLUDED IF THE POST HOLDER WAS TO HAVE A TLR PAYMENT.