

## JOB DESCRIPTION

<b>JOB TITLE: TEACHER</b>	
<b>Location:</b>	Moor Park High School and Sixth Form Moor Park Avenue, Preston, PR1 6DT
<b>Salary/Grade:</b>	Main Pay Grade/Upper Pay Grade
<b>Responsible to:</b>	Headteacher
<b>JOB PURPOSE</b> To carry out the functions of a teacher in accordance with the teacher standards and the stated aims and objectives of Moor Park High School and Sixth Form and the faculty.	
<b>MAIN DUTIES/RESPONSIBILITIES</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• In consultation with the head of faculty, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the school and the faculty improvement plans.</li> <li>• In accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students to facilitate progression in students' learning.</li> <li>• Assess, record and report on the development, progress and attainment of the students assigned to him/her within the school guidelines.</li> <li>• Manage the classroom and teaching equipment to create a positive learning environment which makes effective use of available resources.</li> <li>• Attend meetings, carry out administrative tasks and duties as specified.</li> <li>• Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters.</li> <li>• Implement the school policy with regards to registration, student absence, dress code and enforce school policy relating to behaviour and health and safety.</li> <li>• Participate in full staff and faculty meetings and to contribute to school decision making and consultation procedures.</li> <li>• Be involved in the school performance management process, to engage in professional development activities to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school's goals and improvement plan.</li> <li>• Establish individual active links with industry and business in order to extend both student learning and own professional development.</li> </ul>
<b>Additional specific responsibility</b>	<ul style="list-style-type: none"> <li>• To be a form tutor to an assigned form group if required and to carry out related duties in accordance with the general job description of form tutor.</li> </ul>
<b>General duties</b>	<ul style="list-style-type: none"> <li>• To monitor all students for indicators of abuse and pass all concerns to a DSL as soon as possible using the school's agreed format.</li> <li>• To carry out a share of supervisory duties in accordance with published rotas.</li> <li>• To participate in appropriate meetings with colleagues and parents relative to the above duties.</li> </ul>

<b>Resources</b>	<ul style="list-style-type: none"> <li>• Operate relevant equipment ICT packages (e.g. MS Office, internet, SIMS, E-mail).</li> <li>• Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.</li> <li>• Support learning support assistants with day to day issues.</li> <li>• Ensure effective communication with all colleagues (teaching and associate staff).</li> </ul>
------------------	---

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance – good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation.

**Signature of post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Headteacher:** \_\_\_\_\_ **Date** \_\_\_\_\_