

**JOB DESCRIPTION  
(GENERIC FOR ALL MPG POSTS)**

<b>Position:</b>	<b>Teacher</b>
<b>Salary:</b>	<b>M1 – UP3 (as appropriate)</b>
<b>Reporting to:</b>	<b>Head of Department</b>
<b>Liaising with:</b>	<b>Head/Deputies, teaching/support staff, LEA Representatives, external agencies and parents</b>

**Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher/Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**Main Duties and Responsibilities**

**Operational/Strategic Planning**

- To collaborate in the development of unitised lesson plans reflecting the Cramlington Learning Cycle
- To contribute to the department and department's development plan and its implementation

**Curriculum Development**

To assist in the process of curriculum development

**Staffing**

**(Staff Development, Recruitment/Deployment of Staff)**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

### **Monitoring and Evaluation**

- To help to implement school monitoring and evaluation procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures e.g. Learning Walks
- To review methods of teaching and schemes of work

### **Information Management**

- To maintain appropriate records and to provide relevant accurate and up to date information for school review process
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning

### **Communications**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school

### **Marketing and Liaison**

- To take part in marketing and liaison activities such as Parents Evenings, tutor interview days and liaison events with feeder schools
- To contribute to the development of effective subject links with external agencies

### **Management of Resources**

- To contribute to the process of the ordering and allocation of equipment and materials
- To identify resource needs and to contribute to the efficient/effective use of physical resources

### **Pastoral System**

- To be a Form Tutor to an assigned group of students
- To promote the general progress and well being of individual students and of the Form Tutor Group as a whole
- To liaise with a Learning Manager to ensure the implementation of the school's Pastoral System
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up to date student records as may be required
- To contribute to the preparation of Individual Learning Plans, progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved

- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the behaviour management policy so that effective learning can take place

### **Teaching**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess, record and report on the progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To use the Cramlington Learning Cycle

### **Other Specific Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.