

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title: Teacher
Section: Secondary
Responsible to: Principal Teacher
Responsible for:

JOB PURPOSE

To deliver quality education to assigned pupils and contribute, within a collegiate ethos, to the professional life of the school.

PRINCIPAL WORKING CONTACTS

Head Teacher
Depute Head Teachers
Teaching Staff
Support Staff
Visiting Specialists
Outside Agencies
Parents/Carers
Pupils

MAIN DUTIES

Subject to the policies and practice of the school and the Council, the duties of teachers are to:

The bullet points expanding the main headings are illustrative. They are neither prescriptive nor exhaustive.

Manage and organise classes through planning and preparing for teaching and learning.

To include:

- implementing school policies
- developing and employing a variety of teaching approaches to take account of the range of abilities, aptitudes and learning styles
- planning and teaching to ensure appropriate progression and continuity
- Issuing, marking and monitoring homework

Develop the school curriculum

To include:

- producing appropriate course outlines
- providing appropriate teaching resources
- providing advice to the Principal Teacher (Curriculum) or Senior Management Team regarding requirements of the curriculum and necessary resources

Assess, record and report on the work of pupils' progress to inform a range of teaching and learning approaches

To include:

- completing all returns timeously and accurately
- providing assessment information in the format agreed by the school
- providing pupil reports in the format agreed by the school

Prepare pupils for examinations and assisting with their administration

To include:

- conducting internal assessments
- providing information to enable support staff to undertake administrative tasks required by school, SQA and other examining bodies
- invigilating internal examinations

Providing advice and guidance to pupils on issues related to their education

To include:

- setting individual pupil targets
- monitoring pupil progress
- providing advice on progression based on past performance and with reference to school policies and guidelines
- contributing to the pastoral care of pupils

Promoting and safeguarding the health, welfare and safety of pupils

To include:

- ensuring that the teaching area is a safe environment for pupils
- operating school and local authority policies regarding health, welfare and safety
- operating agreed policies and procedures to support and protect pupils

Working in partnership with parents, support staff and other professionals

To include:

- providing internal reports for Principal Teachers (Curriculum), Principal Teachers (Pastoral) and senior management
- providing appropriate information to parents at relevant times and pupil stages

Maintain and develop knowledge and skills and contribute to the professional development of colleagues including probationary and student teachers.

To include:

- participating in the education authority's policy on staff development and review
- undertaking continuing professional development and maintaining an up-to-date record

Participating in issues related to school planning, raising achievement and individual review

To include:

- participating in the production of department and school plans
- participating in progressing and monitoring department and school plans
- participating in initiatives to raise achievement
- participating in working groups as directed

Contributing towards good order and the wider needs of the school

To include:

- promoting positive behaviour within and outwith classes
- operating agreed policies and procedures in the school's positive behaviour system
- contributing towards the pastoral care of pupils by providing non-specialist pastoral care.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Teacher

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	GTCS registered (Secondary)		Application form
RELEVANT WORK/OTHER EXPERIENCE	Knowledge of relevant curriculum areas Awareness of main current issues in Scottish education Demonstrate application and knowledge of Curriculum for Excellence Evidence of appropriate professional learning in a range of areas		Application form/ Interview
PARTICULAR SKILLS/ABILITIES	Good communication skills (oral and written) Good interpersonal skills		Interview/Reference/ Application form
PERSONAL QUALITIES	Positive and caring approach and commitment to young people and staff Relates well to others (pupils, parents, staff etc)		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to undertake curriculum/personal development Willingness to participate fully in the life of the school Willingness to accept the standards of the school Willingness to work as part of a team Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update Roman Catholic Church approval is required for posts in RC schools		Interview/Application Form