The Gregg Schools Trust
Job Description

JOB TITLE: **Teacher**

Accountable to: The Headteacher of The Gregg School

Hours: Full time

Responsible for: Providing a challenging and enriching learning experience for all students .

Salary: Main Scale

ROLE SUMMARY:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher, relevant Head of Department and Head of Year.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and is committed to excellent outcomes for all students in all aspects of their learning, welfare and personal development.

KEY RESPONSIBILITIES

The key responsibilities for this post are set out below, but it should be noted that this is not an exhaustive list and there may be other matters that should reasonably be asked of the post holder.

The teacher is expected to:

Teaching

- Teach the students allocated to their care and plan their teaching to achieve progression of learning for all students
- Provide learning experiences which challenge students to meet their potential and which ensure high levels of interest and engagement

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- Be aware of and make provision for students who have SEND, EAL or very able or who have other particular individual needs

- Make effective use of assessment to plan learning and ensure excellent outcomes for all students

- Continually review and evaluate their teaching critically to improve effectiveness

- Ensure the effective and efficient deployment of classroom support where appropriate

- Liaise with the Head of Department to ensure the implementation of school and department policy and best practice

- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;

- Co-operate with other staff to ensure a sharing and effective usage of resources to the contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;

- Take part in marketing and liaison activities such as Open Days, Open Evenings, and Parents Evenings

- Take responsibility for their own professional development and duties in relation to school policies and practices

Curriculum

- To assist the Head of Department in ensuring that the subject area provides a range of learning opportunities which complement the school's strategic objectives

- To be accountable to the Head of Department for the development and inclusion of Literacy, SMSC, Personal development and wellbeing and student welfare issues within their teaching

- To assist the Head of Department in the process of curriculum development to ensure the continued relevance to students and compliance with statutory requirements

- To contribute to the school's programme of co-curricular activities

Tracking & Reporting of Student Progress

- To maintain appropriate records and provide accurate information on student attainment and progress, and meet deadlines for the central collection and reporting of attainment and progress data

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- To monitor student progress and to identify and take action to improve underperformance
- To adhere to the Gregg School's Code of Practice for Handling Personal Information and ensure that they are compliant with the requirements of GDPR when dealing with students' personal data

Pastoral Duties

- Be a Form Tutor to an assigned group of students
- Promote the general progress, well-being and personal development of individual students and of the Form Tutor Group as a whole
- Liaise with the relevant Head of Year to ensure the implementation of the school's pastoral system
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff

POSITION IN THE ORGANISATION:

Reporting to: the designated head of department.

Responsible for: providing excellent learning, welfare and personal development outcomes for the students in their care.

COVER FOR ABSENCES:

The post holder will be expected to cover the teaching of colleagues who are absent as required.

REVIEW OF JOB DESCRIPTION AND ROLE:

This job description and role will be reviewed by the relevant Head of Department and their SLT line manager no later than one year from the post holder's commencement date. Any changes or amendments within the year will be in discussion with the post holder.

OTHER RESPONSIBILITIES:

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To undertake any reasonable school specific duties that aid the smooth running of the school.

Health & Safety

It is the responsibility of all employees to work with managers and the Trust as a whole to achieve a healthy and safe environment and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Equality and Diversity

It is the responsibility of all employees to support The Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of The Trust's Equality and Diversity Policy and other relevant policies.

Data Security

As an employee you will have access to information that is sensitive to either an individual (staff, parents, children or others) and/or to The Trust. You are reminded that in accordance with the requirements of The Trust's Code of Conduct when Handling Personal Information, Data Protection Act 1998 etc and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within The Trust but must be declared in writing at the appropriate stage during the recruitment process.

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Performance Management and Personal Development Planning

The Trust is committed to providing a high quality service through the effective management and development of its employees. The Performance Management and Personal Development Planning process ensures that The Trust is able to achieve its key aims by delivering cost effective, high quality and responsive education. This process allows employees to understand how their contribution fits within the overall aims. All staff will be expected to participate fully in the Performance Management and Professional Development process and comply with the relevant Policy.

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