

# QUINTIN KYNASTON SCHOOL

## JOB DESCRIPTION – ALL TEACHING STAFF

### **Planning**

1. Plan teaching to achieve progression in students' learning through:
  - Identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed.
  - Setting tasks for the whole class, individual and group, including homework, which challenges and motivates.
  - Setting appropriate and demanding expectations for students' learning, motivation and presentation of work.
  - Setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do.
2. Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students.
3. Make effective use of assessment information on students' attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEN and EAL needs.
4. Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study.

### **Teaching and Class Management**

5. Ensure the effective teaching of classes and individuals, so that teaching objectives are met and best use is made of available teaching time.
6. Establish and maintain a purposeful working atmosphere.
7. Set high expectations of students' behaviour through well-focused teaching and consistent application of the Behaviour Policy and other school systems.
8. Establish a safe environment, which supports learning and in which students feel secure and confident.
9. Use teaching methods which sustain the momentum of students' work and keep all students engaged through:
  - Matching the approaches used to the subject matter and students.
  - Clear structure and presentation of content.
  - Effective use of resources and time.
  - Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework.
10. Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required.
11. Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress.

## **Assessment, Recording and Reporting**

12. Mark and monitor students' class work and homework as required by subject and school policies.
13. Assess and record student progress as required by subject and school policies, including National Curriculum and other standardised tests, and baseline assessment where relevant.
14. Write reports and profiles as required, including the National Record of Achievement.
15. Participate in appropriate meetings with colleagues and parents/guardians.

## **Other**

16. Act as form tutor or co-tutor as required, and follow the routines and procedures outlined in the Staff Handbook.
17. Participate in curriculum, pastoral, administration and organisation meetings.
18. Contribute to the work of curriculum and pastoral teams.
19. Take responsibility for own professional development and keep up to date with research and development in
20. Cover for absent colleagues in accordance with school policy.
21. Participate in public and internal examination arrangements.
22. Implement school policies consistently and follow the procedures outlined in the Staff Handbook.
23. Carry out any other responsibilities compatible with the role and grade of this post.

*NOTE: This Job Description may periodically be varied after consultation with the postholder.*