

**SAFFRON WALDEN COUNTY HIGH SCHOOL**  
**TEACHER JOB DESCRIPTION**

**Salary/grade:** Mainscale/UPS

**Purpose of the job**

To secure excellent progress for all students through high quality teaching, learning and assessment in an atmosphere in which students feel challenged, valued and secure.

**Key functions**

- To teach the subjects, classes and groups as allocated by the Leadership Team
- To ensure that high quality teaching and learning takes place in all allocated classes
- To provide feedback to students in line with department and school policy
- To engage with exam board material and participate in the curriculum development work of the department, including writing schemes of work and programmes of study
- Ensuring high standards of work and behaviour within the school
- Monitor the performance of students and intervene appropriately to support underachievement, including communication with parents
- To be a Form Tutor and to carry out the specified duties in accordance with the job description of a Form Tutor
- To support the Leadership team in the effective operation of the School

**Specific responsibilities**

The main responsibilities of the post are to:

- Teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students
- Support and carry out policies and practices to promote positive student behaviour and achievement within the framework of the Behaviour policy
- Set homework on a regular basis and mark student work promptly
- Assess, monitor, record and report on student achievement in line with School and Curriculum Area policy, including Progress Checks and attending parents' evenings
- Assist in the identification of student special educational needs, and support the work of the Learning Support Team, including participation in the writing and review of Individual Education Plans
- Share in the development of course outlines, syllabuses and schemes of work
- Follow course outlines, syllabuses and schemes of work as agreed by the curriculum area
- Make effective use of student performance data, and student and staff target setting;
- Monitor and record student attendance in line with School policy and support the school in ensuring high levels of student attendance
- Prepare for and attend Area and Year meetings and support the work of the Area and Year team
- Participate in and support the Appraisal Policy
- Assist, when appropriate, in the development of the School Improvement Plan
- Undertake specific duties within the Area as agreed with the Area leadership team
- Undertake other such other duties as reasonably required by the Headteacher.