

**SUMMARY OF MAIN DUTIES / RESPONSIBILTIES**

**Job Title:** Teacher

**Job Purpose:**

To carry out the functions of a teacher in accordance with the Teacher Standards the Tor Staff competences contained in the Person Specification.

**Duties and Responsibilities:**

ORGANISATION

* To actively form meaningful relationships with vulnerable young people.
* in consultation with the Team Leader to plan, design and produce teaching materials and resources which are appropriate to age and ability.
* in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students’ learning.
* assess, record and report on the development, progress and attainment of the students assigned to him or her.
* manage the classroom and teaching equipment, to create a positive learning environment which makes effective use of available resources.
* attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook.
* provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters.
* implement the school policy with regard to registration, student absence, and our principles of Ready, Safe, Respect.
* participate in full staff and team meetings and to contribute to school decision making and consultation procedures.
* be involved in the school Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school goals and Development Plan.
* To actively seek ways of developing lifelong learning habits with young people with negative experiences of mainstream school.

**Additional specific responsibility:**

* to be a Tutor to a small group of students and to carry out related duties

**General duties:**

* to carry out a share of supervisory duties in accordance with published rotas
* to participate in appropriate meetings with colleagues and parents relative to the above duties

**Resources:**

* Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
* Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
* Support Learning Support Assistants with day to day issues
* Ensure effective communication with all colleagues (teaching and support staff)