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| Role Profile |

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| **Job title** | Teacher |
| Reporting to | Head of Department |
| Job Purpose Overall every teacher in the college should aim to:   * Maintain the highest academic and professional and ethical standards. * Support the College Values | |
| Key Accountabilities | |
| **The key responsibilities and duties of the post are:**   1. Preparing and delivering lessons according to departmental schemes of work. 2. Working with the Head of Department to complete Schemes of Work. 3. Taking an accurate register. 4. Setting tests and mock examinations as appropriate. 5. Timely preparation and marking of class tests and mock examinations. 6. Recording class tests and mock exam results within set deadlines. 7. Regularly setting and marking of homework and recording results according to college guidelines. In general work should be marked and handed back to the school within one week. 8. Use Engage to generate data tracking reports for the classes you teach and ensure that each student achieves their potential and makes progress. 9. Periodically checking students’ work folders or exercise books for completeness. 10. Preparing termly subject reports according to college standards and within set deadlines. 11. Communicating issues of concern regarding particular students with relevant Personal Tutors or, where appropriate, the Assistant Course Director/Course Director. 12. Maintaining regular communication with the Head of Department. This would include: recommending resources, progress through the syllabus, recommended exam entry levels and possible progression routes for students. 13. Adhering to the Student Bosworth Code with regard to discipline and reward procedures, using Engage Daybook to record this. 14. Ensuring students use the Student Planner. 15. Attending general staff meetings at the start of each term and also departmental meetings throughout the year. 16. Attending Parent Evenings, Open Evening and Staff Meetings. 17. To provide full, accurate and up to date information on request to the Admissions and Marketing team regarding your subject. 18. To promote your subject actively to prospective students and parents. 19. Ensuring classrooms have appropriate and stimulating room displays. 20. Read and respond to emails in a timely manner, at least once a day on working days. 21. Adhere to all Bosworth Policies and Procedures including those pertaining to Safeguarding | |
| **Safeguarding**   * Ensure that any safeguarding matters are dealt with in accordance with Bosworth College’s safeguarding policies and procedures. | |
| **Diversity and Equality**   * To proactively ensure Bosworth College’s activities are carried out in accordance with College strategy, legislation and best practice in terms of Diversity and Equality. | |
| **Health & Safety**   * To proactively ensure that relevant Health and Safety legislative requirements are met within your area of responsibility e.g. fire drills. * Ensuring the Health & Safety of students, visitors and staff in accordance with the Health and Safety Policy. * To establish and manage best working practices to ensure that you work always in a safe and efficient manner. * To work always in a safe and efficient manner and be aware of the Lone Working Policy / Health and Safety Policy and Procedures. * Participate in the Health & Safety Risk Assessment processes. * To comply with the Employee H&S Handbook. | |
| **General**   * Adopt a flexible approach to fulfilling the job description and person specification. * To be familiar with, and work within and in accordance with all College policies and procedures and legal and regulatory requirements. * To continue to develop knowledge and practice by actively participating in learning opportunities through team meetings, appraisals and appropriate training in line with College policy and procedure. * Remain up-to-date and compliant with all College procedures policies and professional codes of conduct and uphold standards of best practice. * To undertake any other duty reasonably requested by your Line Manager or Senior Management Team. | |
| *This job description is indicative of the range of current duties and responsibilities of the post, it is not comprehensive. It is inevitable that the duties will change as the role develops, and it is essential, therefore, that it should be regarded with a degree of flexibility, so that changing needs and circumstances can be met, all changes will be discussed fully.* | |

You will be able to demonstrate the following key knowledge, skills, behaviours and experience:

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| **Personal Specification** |

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE:** | Teaching within the subject area in Key Stages 3 and/or 4, as required by the timetable. |  |
| **QUALIFICATIONS:** | Good honours degree in relevant subject area(s). | Qualified Teacher Status |
| **KNOWLEDGE**  **AND SKILLS:** | Knowledge of the Specification for their subject  Willingness to keep up to date in subject knowledge and national developments.  Ability to plan and teach effectively using a variety of strategies.  Excellent interpersonal skills with colleagues, parents, visitors and students.  Willingness and ability to work as part of a team.  Ability to communicate effectively and accurately both orally and in writing.  Ability to prioritise and organise own work.  Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines.  Knowledge of Health and Safety procedures and their application.  Empathetic nature. | The ability for further career progression within the teaching profession  Competence in the use of technology.  An interest in and sympathetic understanding of different cultures.  Experience in working with non-native speakers of English. |
| **APTITUDES:** | To have a ‘can do’ philosophy.  To enjoy working with young people.  To be flexible, energetic, adaptable and have the ability to use initiative.  To identify and develop opportunities.  To carry out professional duties in a positive, helpful and courteous manner.  To have high aspirations and expectations for students and oneself.  Committed to raising standards and continuous improvement. | Committed to personal development.  Willingness to contribute to other areas of school life.  An ability to anticipate potential problems, identify solutions and communicate these to a manager.  An appreciation of the business constraints and ambitions of an independent school.  To enjoy and promote a collaborative approach in the workplace.  An open, sharing and positive mindset. |