



**Teaching Responsibilities:**

1. To plan lessons and Schemes of Work and to ensure the teaching materials and methodologies aim to:
2. develop the full potential of every student;
3. value the skills, interests and experiences which students bring to the school;
4. promote students, independence and control over their own learning;
5. develop the use of the community as a valuable learning resource;
6. recognise and develop a wide variety of practical, oral, personal, social and academic skills;

**Assessment and Reports:**

1. To monitor and record student achievement, in line with the school and Learning Area policy on assessment. This will include keeping students, parents and senior staff informed of student progress, through the writing of reports/profiles/records of achievement, student appraisal, and attendance at parents’ meetings, ARD, and other forms of parental liaison.
2. To keep up-to-date records of students’ punctuality, attendance, work done and homework set, according to school policy.
3. To provide or contribute to oral and written assessment, reports and references relating to individual students and groups of students.

**Other Activities:**

1. To be a form tutor and play a full part in the support of students.
2. Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about resources of more expert advice on specific questions; making relevant records and reports.
3. To communicate and consult with the parents of students.
4. To communicate and co-operate with persons or bodies outside the school.
5. To play a part in the overall organisation and development of the school. This could be done in a variety of ways, but will include contributing to various staff meetings and working groups.

**Cover and External Examinations:**

1. To play a part in the implementation of school/LEA policies with respect to:
2. equal opportunities/educational inclusion.
3. general school duties;
4. cover for absent colleagues;
5. organisation of examinations;
6. To participate in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students presentation for, and conducting such examinations.

**Administration:**

1. To take on specific responsibilities concerned with administering the Learning Area and/or supporting and developing the curriculum. (These tasks to be defined by the Director of Learning).
2. Attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

**Performance Management:**

1. Participate in performance management arrangements made in accordance with regulations.

**Review, induction, further training and development:**

1. Review from time to time your methods of teaching and programmes of work.
2. Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aim to meet the needs identified in appraisal objectives and or in appraisal statements.
3. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for your supervision and training.
4. Advise and co-operate with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety;**

1. Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**PPA time:**

1. A Teacher shall be allowed as part of the 1265 hours (PPA time) to enable them to carry out their duties, planning and preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of students and assessments and reports.

* The school expects all members of staff to support and promote the Every Child Matters agenda.
* The school encourages all staff to become involved in curriculum enhancement activities.
* Teachers shall carry out any direction which may reasonably given to them from time to time by the Principal/or the school.

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| **EQUALITY AND DIVERSITY** | | |  |  |  |  |  |  |  |
| Eastlea Community School has a strong commitment to equal opportunities and diversity in all aspects of | | | | | | | | | |
| employment within the London Borough of Newham and in its services to students, staff and the wider | | | | | | | | | |
| community. All employees are expected to understand and promote equality and diversity in the course | | | | | | | | | |
| of their work. | |  |  |  |  |  |  |  |  |
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| **SAFEGUARDING CHILDREN** | | |  |  |  |  |  |  |  |
| Eastlea Community School is committed to safeguarding and promoting the welfare of the children and | | | | | | | | | |
| young people and expects all staff and volunteers to share this commitment and uphold all relevant | | | | | | | | | |
| procedures. | |  |  |  |  |  |  |  |  |
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| **An enhanced current DBS clearance is a necessity for this post.** | | | | | | |  |  |  |





