



Watford Grammar School for Boys

Rickmansworth Road, Watford WD18 7JF Tel: (01923) 208900 Fax: (01923) 208901
www.watfordboys.org

JOB DESCRIPTION: Teacher

1. To take a lead role in the teaching of classes within the department, planning and preparing lessons to reflect the individual needs of students, reviewing teaching strategies in light of evidence of individual's progress, assessing and returning work to students with targets set for improvement, within a maximum of two weeks from receipt.
2. To fulfil tasks reasonably delegated by the HoD developing appropriate schemes of work and teaching materials for departmental use.
3. To manage the regular assessment of students in line with departmental and school policies and to be able to show that these assessments contribute to lesson planning.
4. To contribute to the administration and self-assessment of their department and the School
5. To produce reports and information reasonably requested, within published deadlines and to agreed standards and formats
6. To participate in Performance Management arrangements, including regular lesson observation, rigorous target setting and target review
7. To do all that is reasonably possible to enact the agreed policies of the school and to follow procedures laid down therein
8. To discharge a duty of care to all students in the school and specifically to carry out supervisory duties as reasonably directed in accordance with published schedules
9. To take on, as requested, pastoral responsibility for students, including the monitoring of their academic and social progress, writing all reasonably requested reports and working effectively, as appropriate, with Heads of Year and the SENCO. To be aware of, and operate within, all policies relating to student welfare and guidance, especially in the area of Child Protection.
10. To participate in meetings with colleagues, parents and students relating to the responsibilities agreed above, provided that reasonable notice of the meeting is given