



## **Plashet School**

### **Teacher Core Job Description**

**Responsible to:** Subject/Curriculum Leader

**Purpose:** To carry out the functions of a teacher at Plashet School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

#### **Principal Duties and Responsibilities:**

These responsibilities must be carried out in conjunction with the duties of teachers as set out in Part XI of the annual Teachers' Pay and Conditions Document

#### **LA and School**

1. To carry out professional duties of a teacher in accordance with the latest School-teachers' Pay and Conditions Document and under the reasonable direction of the LA and Head Teacher.
2. To be cognisant of the LA's equal opportunities policy, the school's aims, objectives and organisational procedures, and to carry out all duties in such a way as to contribute positively, sensitively and harmoniously to their achievement.
3. To carry out all duties in such a way as to promote harmonious professional relations with and between staff, inclusive of support staff.
4. To communicate effectively with parents trying to ensure that home/school links are promoted.
5. To develop professional relationships with outside agencies which support the welfare of students.
6. To adhere to the school's Health and Safety policy and procedures as well as national guidelines.
7. To adhere to the school's and Department for Education's Safeguarding & Child Protection policy and procedures.

#### **Students**

8. Teaching according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in school and elsewhere.
9. Undertaking activities as may be necessary to carry out an assessment of student progress and levels of achievement, including supervision of examinations as may be necessary.
10. Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and report on the academic, personal and social needs of students.
11. Promoting and general progress and well-being of individual students and of any class or group of students assigned to you, including being a form tutor.
12. 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.
13. Planning and preparing schemes of learning and lessons.
14. Advising and co-operating with other teachers on the preparation, development, review and evaluation of schemes of learning, teaching programmes, materials, methods of teaching and on assessment and pastoral matters.
15. To be the Form Tutor of an assigned Form Group and to carry out related duties in accordance with the general job description of a Form Tutor.



### **Assessment, Recording and Reporting**

16. Assessing, recording, monitoring and reporting on the development, progress and attainment of students in accordance with school policy.
17. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
18. Making records of and reports on the personal and social needs of students.

### **Personal Professional Development**

19. Reviewing your methods of teaching and schemes of learning and participating in arrangements for your further training and professional development as a teacher.
20. Contributing to the personal professional development of colleagues.
21. To participate in the school's appraisal arrangements.

### **General**

22. To carry out a share of supervisory duties in accordance with the published schedules.
23. To assist in maintaining high standards both in the classroom and round the school.
24. Any other tasks that are reasonably requested within the area of this responsibility.