



JOB DESCRIPTION TEACHER

RESPONSIBLE TO:

MAIN CONTACTS:

MAIN RESPONSIBILITIES

TEACHING

- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the pupils assigned to you, including the
- Setting and marking of work carried out by the pupils in School and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with School policy.
- Setting, with the pupil and where possible the parent, short term targets for learning which take into account prior attainment.

OTHER ACTIVITIES

- Promoting the general progress and well-being of individual pupils in your teaching or tutor group.
- Providing guidance and advice to pupils on educational and social matters and offering
- Information about sources of more expert advice on specific questions.
- Making records of, and reports on, the personal and social needs of pupils when appropriate.
- Communication and consulting with the parents of pupils when appropriate - usually in cooperation with the Head of Year.
- Participating, if needed, in meetings arranged for any of the above.

ASSESSMENT AND REPORTS

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils.

APPRAISAL

- Participating in any arrangements within an agreed framework for Appraisal and Performance Management

REVIEW: FURTHER TRAINING AND DEVELOPMENT

- Reviewing regularly your methods of teaching and programmes of work.
- Participating in arrangements for INSET and your professional development as a teacher.



DISCIPLINE, HEALTH AND SAFETY

- Maintaining good order and discipline among the pupils in your charge and safeguarding their health and safety both when they are authorised to be on School premises and when they are engaged in authorised School activities elsewhere.

MEETINGS

- Participating in meetings at the School which relate to the curriculum for the School or the administration of the organisation of the School, including pastoral arrangements.

COVER

- Supervising, whenever called upon to do so, and so far as is practicable and reasonable, teaching any pupils whose teacher is not available to teach them.

PUBLIC EXAMINATIONS

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and supervision during, such examinations.

MANAGEMENT

- Making a contribution as needed to the induction of new teachers.
- Taking part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

ADMINISTRATION

- Attending assemblies, registering the attendance of pupils and supervising pupils during break when required.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post, including, for example, break duties and supervision of children.