

## **STANDARD SCALE TEACHER**

### **1. Subject Responsibilities:**

- a) To plan, prepare and deliver courses and lessons according to the schemes of work of the appropriate department or subject.
- b) To regularly set and mark class work and homework according to the policies of the department and the School.
- c) To assess, record and report on the development, progress and attainment of pupils in relation to the National Curriculum, or other aspects of the School Curriculum, in the form adopted by the School.

### **2. Pastoral Responsibilities:**

a) To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to them. b) As a form tutor:

- I. to register the tutor group and to keep a record of reasons for absence or lateness according to the symbols in use by the School; ii) to ensure that members of the tutor group comply with the School's codes of conduct and dress;
- II. to monitor the pupil's use of homework diaries, ensuring that they are signed weekly either personally or by the form prefects;
- III. to report on the academic and social development of the pupils in their tutor group; (Those teachers not assigned to a tutor group may be called on to deputise for a form tutor from time to time and will be expected to undertake the above responsibilities as appropriate.)

### **3. Attendance at after-school meetings:**

- a) To attend full staff meetings, and other routine administrative meetings, notice of which is given in advance, either in the School Calendar, or on the staffroom notice board, or in some other appropriate manner. Part-time teachers are expected to attend those meetings which occur after sessions for which they are employed at the School.
- b) Form tutors, and those designated as deputies, are expected to attend the pastoral meetings relevant to their particular section of the School.

### **4. Attendance at Evening Meetings:**

- a) To attend Parents' Evenings for those pupils for whom they exercise a subject responsibility.
- b) To attend the Open Evenings for potential Year 7 entrants.
- c) To attend at least one Presentation Evening within a given calendar year (ie within the period January-December).
- d) Form tutors allocated to the incoming Year 7 are expected to attend the New Intake Evening.

### **5. In-service Training:**

- a) Full-time members are expected to attend all INSET days. Part-time teachers are expected to attend the number equivalent to their teaching commitment (e.g. a teacher teaching 60% of the week would be expected to attend 3 out of 5), but are welcome to attend more.

- b) All teachers are expected to participate in arrangements for their further training and professional development as teachers.

**6. Performance Management:**

To participate in arrangements made in accordance with the "Education (School Teacher Appraisal) Regulations 1992" for the appraisal of their performance and that of other teachers.

**7. Discipline, Health and Safety:**

To maintain good order and discipline among the pupils and to safeguard 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.

**8. Supervisory Duties:**

To participate in the supervision of pupils before and after school and during morning break, according to the duty roster displayed in the staffroom or other appropriate place.

**9. Cover:**

To supervise and so far as is practicable to teach any pupils whose teacher is not available to teach them (for no more than 38 hours in any school year) under the 'Rarely Cover' proposals.

**10. Public Examinations:**

To participate in the School's arrangements for the administration of all aspects of public examinations.

**11. Relationship of this Job Description to School Teachers' Conditions of Employment:**

Whilst this job description is specific to Archbishop Tenison's School, it does not set aside any of the Conditions of Service laid out in the current "School Teachers' Pay and Conditions" Document.