HORNCHURCH
HIGH SCHOOL
EXCELLENCE FOR ALL

Teacher's Job Profile

Working Time: **Full Time**
Salary: **Main / Upper Pay Scale depending on experience**

Applicable Contract Terms and Duties
This job description is to be performed in accordance with the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Relationships
The post holder is responsible to the Headteacher in all matters and to the Head of Department in respect of the departmental timetable and the appropriate Year Leader on Pastoral matters.

The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

Particular Responsibilities

A) As a member of staff, under the guidance and direction of the Headteacher or Deputy Head, to:

- carry out the professional duties of a schoolteacher;
- carry out a share of supervisory duties in accordance with published rosters;
- participate in appropriate meetings with colleagues and parents relative to professional duties;
- implement whole school and Authority policies;
- implement the school's policy on equal opportunities;
- contribute to the development and implementation of the school development plan;
- contribute to the creation of an attractive learning environment in the school;
- cover for absent colleagues;
- participate in arrangements for her / his training and professional development.

B) As a member of a department, under the guidance and direction of the Head of Department, to:

- plan and prepare courses, lessons and teaching materials;
- teach the students assigned to her/him, including the setting, marking and assessing of work to be carried out by students in school and at home;
- communicate with parents about students' progress;
- maintain good order and discipline among students and safeguard their health and safety, both in school and in authorised school activities elsewhere;
- participate in meetings relating to curriculum, administration or organisation;

- participate in public and internal examinations arrangements;
- register the attendance of students at each lesson and communicate absences to tutors;
- be responsible for her/his teaching room with regard to health and safety, good order, appearance and display;
- keep abreast of developments within the teaching of the subjects through INSET and other means of professional development;
- provide reports and profiles for parents and to assist with the preparation of Progress Files and information on the assessment and progress of individual pupils as requested;
- help organise and run extra-curricular activities.