The Ecclesbourne School

Learning Together for the Future

JOB DESCRIPTION

Post Title:	**CLASSROOM TEACHER** **(French and other subjects at our request)**
Responsible to:	Head of Modern Foreign Languages Faculty
Responsible for:	Any staff who may be assigned to the post
Grade:	Main or Upper Pay Scale

In addition to the duties summarized in your job description please refer to:

- The current year's statutory Guidance on School Teacher's Pay and Conditions (issued by the DfE) which details:
  - Conditions of Employment of Teachers other than Head Teachers
  - Conditions of Employment of Deputy Head Teachers and Assistant Head Teachers
  - Conditions of Employment of Head Teacher's (the duties of which you will be expected to carry out in the event of the absence of the Head Teacher from the School).
- The current year's Professional Standards for Teachers.
- The Conditions of Service for School Teachers (the Burgundy Book)

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken. This job description may, after satisfactory negotiation has taken place, be modified by the Head Teacher to reflect or anticipate changes which occur over time at a local or national level

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Signature……

Name……

Date……

Specific Duties as a Teacher (to include):

- Strive to create a stimulating and well managed atmosphere within which students gain success, interest and enjoyment.
- Strive to operate as an effective member of the Faculty.
- Follow Faculty Policy on the setting, marking, recording and reporting of pupils' work.
- Prepare lesson material fully and in good time following Faculty Policy.
- Strive to deliver lesson material with due regard to broader issues, particularly with respect to equal opportunities.
- Attend Faculty meetings and become involved in any aspect of the Faculty's cross-curricular work.
- Perform break duties as required.
- Cover for Form Tutors during Pastoral Period when necessary.
- To participate in the development of appropriate syllabus, materials and schemes of work.
- To participate in recording and assessment activities.
- To participate in meetings with parents.
- Teach courses as directed by the relevant Head of Faculty and set out in the faculty handbook.
- Follow relevant faculty policies as identified in faculty handbook and implement any amendments explained at faculty/department meetings.
- Participate in any appropriate training activities to keep up to date with current teaching practices.
- Contribute to the extra-curricular life of the school.

Specific Duties as a Form Tutor (to include):

The main function of the tutor is the pastoral care of the students in the form and to keep a check on their academic progress. The Form Tutor should be the first person to whom a student will turn for help or advice, although it may sometimes be necessary to refer the matter to the Year Head, to the Deputy Head or, through them, even to an outside agency. It is through daily contact that unobtrusive care is exercised.

- Form Tutors are the first point of contact with students in school and a key aspect of their responsibilities is to monitor the progress of each individual within the group.
- Registration and Routine Business – the Form Tutor is responsible for the daily marking of the Register (a legal document) and for seeing that all information kept in the Register is up to date. Other returns of a routine nature should be dealt with as required, together with the distribution of information to parents. All absences and lateness must be accounted for by notes and any not so covered should be reported to the Year Head.
- Reports and Records - Any information of a confidential nature should be referred to the Head of Year or Deputy Head. The Form Tutor is expected to comment on Reports and to cover aspects of achievement and personality which are not covered by academic reports.
- Reference and Special Reports – Form Tutors are expected to prepare, in consultation with colleagues, initial drafts for references, testimonials, reports to outside agencies and the like, as required.

Signature……

Name……

Date……

Specific Duties as a Form Tutor (to include) continued:

- Personal Appearance and Conduct - Form Tutors are expected to keep a general eye on the personal appearance and behaviour of their charges and to insist on a reasonable standard.
- Personal Organisers - Form Tutors should check and initial Personal Organisers regularly.
- Tutor Form Time - This time should be used purposefully and profitably. The periods may be used for a variety of purposes beyond the routine matters already listed and a programme of Tutorial Work, as drawn up in consultation with the Year Head and Head of Personal Development and Citizenship will be followed. The time should also be used to interview students for the RAT programme.
- Assemblies - Form Tutors are expected to attend assemblies with their Form at least for notices and to supervise their movements from base to the place of assembly. Form Tutors are expected to maintain the Thought for the Day programme on non-assembly days.
- Pastoral Team Meetings – In accordance with the calendar of meetings, Form Tutors are expected to attend meetings chaired by the Year Head.
- Relations with Parents – Form Tutors are encouraged to foster good home-school relationships but are advised not to undertake home visits without prior reference to the Year Head.

Other Duties (to include):

1 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.

2 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.

3 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.

4 To support the examination process of the School in any way necessary, including invigilation duties.

5 To positively promote the good name of the School and actively support its aims.

6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

Signature……

Name……

Date……