# D 7 ALL SUBJECT TEACHERS

**1. Duties and Responsibilities**

The following duties and responsibilities should be carried out in such a manner as to maintain and develop the well-being of the School.

**2. General**

All professional duties as outlined in the Contract of Employment.

**3. Specific**

a) **Teaching**

Planning and preparing of courses and lessons.

Assessing, marking, recording and reporting on the development, progress and attainment of pupils.

Promoting the general progress, and well-being of individual pupils and groups of pupils.

Communicating and consulting with the parents of pupils, both formally at Parents’ meetings and informally.

Exercising proper care of teaching materials, equipment and rooms.

Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, differentiation, S.E.N. and homework.

b) **Assessments and Reports**

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

c) **Appraisal**

Participating in the School’s appraisal arrangements as appraiser and/or appraisee.

d) **Further Training and Professional Development**

Reviewing from time to time teaching methods and programmes of work. Participating in arrangements for further training and professional development as a Teacher.

Two INSETS per year one normally expected of each Teacher

e) **Educational Methods**

Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

f) **Discipline, Health and Safety**

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere, e.g. Risk Assessments.

g) **Meetings**

Participating, as required, in meetings at the School which relate to the curriculum for the School, or, the administration or the organisation of the School, including pastoral arrangements. Attendance at Staff Day meetings is obligatory.

h) **Cover**

Supervising and, when appropriate, teaching any pupils whose Teacher is not available to teach them. This is arranged by the Assistant Head using the “R” system.

i) **Public Examinations**

Ensuring familiarity with the current public examination requirements in their subject; participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for pupils’ supervision during such examinations.

j) **Form Tutoring/Extra-Curricular Activity**

It is also expected that a subject teacher will a.) become involved in the Form Tutoring, Pastoral and House systems as and when required and b.) participate in the various extra-curricular activities offered at CLS appropriate to his/her interests and skills. NQTs are usually allocated to a form Tutor Group, as Assistant Tutors in their first year at CLS.

1. **Duties**

Carrying out “weekly duties” - (as mentioned in C5 above). Carrying out “non-tutor duties” (see C5/6 above) for those staff who are not Tutors.