**CUNDALL MANOR SCHOOL**

**Teaching Staff - Job Description-role and responsibilities**

Members of the teaching staff are expected to carry out the tasks appropriate to them as outlined in their contract of employment and job description

On a day-to-day basis staff are expected to:

* Carry out the duties associated with the position of Form Tutor as set out in the Form Tutor – Job Description-role and responsibilities
* Treat pupils with courtesy and consideration at all times and expect pupils to return the compliment;
* Set an appropriate example in standards of dress and conduct in order to demand the same of pupils;
* Personalise lesson plans effectively to ensure all pupils are challenged and engaged;
* Set high expectations for pupils in terms of both their academic standards and aspirations and their behaviour;
* Adhere and contribute to the relevant Schemes of Work, as required by the Head of Department or Head of Station;
* Be aware of the detail of IEPs for all pupils they teach and respond to the advice given in an effort to enable the pupils fully and effectively;
* Make their best effort to familiarise themselves with their prospective pupils at the start of each term by reading notes and previous reports on each child and liaising with the previous tutor where possible;
* Set and mark prep regularly according to the published prep timetable and support pupils who need help in recording their prep;
* Familiarise pupils with the basic revision and study skills, particularly in preparation for examinations and testing as required;
* Carry out break, lunch, tea (sitting with the pupils as appropriate) and other duties relating to the supervision of pupils, in accordance with their allocated supervision duties and responsibilities;
* Make a positive and material contribution to the Additional Curriculum in terms of enriching the pupil’s experience, in keeping with their timetable commitment;
* Make their teaching room an attractive working place, with displays of children’s work, achievements, assessment and stimulus material that are all changed reasonably frequently and are in good order;
* Complete Interim Assessments in accordance with the published requirements;
* Administer Rewards and Sanctions as laid out in the Whole School Behaviour policy;
* Set and mark school examinations and tests, in keeping with the timetabled examinations and in accordance with the Assessment Policy;
* Set and mark Scholarship Examinations as required by the Headmaster;
* Complete school reports and other documentation in accordance with published requirements;
* Attend Parents’ Evenings, Staff Meetings and other school functions as required by the Headmaster outside the normal school day;
* Adhere to all school policies;
* Behave appropriately at all events where staff, pupils and/or parents are present;
* Recognise that in carrying out their responsibilities they are representing the School and contributing to the creation of its ethos which is apparent to pupils and parents at all times.