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## **Job Description**

### **PROFESSIONAL DUTIES**

#### **UPPER SCHOOL**

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **1. Teaching**

You are expected to teach the classes assigned to you by your Head of Department. This will involve at least the following:

- a. teaching the pupils in every period shown on your timetable except by arrangement with the Head of Department
- b. in a class of mixed ability, differentiating between the different abilities
- c. setting and marking prep as shown on the prep timetable as detailed in the Academic Handbook

#### **2. Other Academic Duties**

You are expected to do the following:

- a. attend Departmental meetings, seminars, symposia and INSET (whole-staff or Departmental) as arranged
- b. attend whole-staff meetings as arranged
- c. report to parents on the progress of each pupil you teach by way of written reports and in person at each year-group's annual Parents' Conference
- d. give your judgement about estimated grades for public examinations
- e. write a full academic testimonial for each pupil you teach to be included in UCAS testimonials
- f. in general, promote the academic performance, progress and well-being of every pupil you teach
- g. provide guidance as requested on academic matters
- h. fulfil the necessary academic administration for your subject

#### **3. Pastoral Duties**

In the Upper School, the Headmaster appoints members of staff to posts of special responsibility (e.g. Housemaster, Assistant Housemaster etc.) and there are special contractual agreements or job descriptions for such posts, issued separately.

Otherwise, all teachers in the Upper School are attached to one of the Houses as an "Out-House Tutor".

The duties vary between Houses but typically follow this pattern:

- a. in a Boarding House, you do one night's duty per week (Monday – Friday) generally from 7.30 p.m. – 10.30 p.m.
- b. in a Day House, you will be asked to be on duty in the House at least once a week during the day.
- c. you will be assigned a tutor group from either Block 1 (6<sup>th</sup> form) or Block 2 (years 9 – 11). Block 2 will be a year group within the House to which you are attached. If you are a Block 1 tutor then you will be assigned a co-educational group of tutees with subjects closely related to your teaching discipline by the Head of Sixth Form.

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4. Games and/or Monday Afternoon Activities (known collectively as co-curricular activities)
- a. You are expected to make a reasonable contribution to co-curricular activities, which at Clifton are seen as part of the education which we offer.
  - b. Your contribution to these activities will be assessed as part of the formal Appraisal process. Inevitably there will be considerable variation in the amount of time individual teachers can contribute but in broad terms it is expected that all full-time teachers should be involved in co-curricular activities on at least 3 afternoons per week.

**5. Other Duties**

- a. There are various other general duties which full-time teachers are sometimes expected to share: clinics, library supervision, BB duty, cinema visits and so on. Such duties are in the general mix and are weighed up against the co-curricular commitments you have.
- b. In addition to your teaching timetable, you may be asked to cover periods for colleagues who are absent for any reason. The requirement is simply to supervise a class, not to teach it.
- c. You are expected to attend Morning Chapel (or Synagogue) and compulsory (\*starred) Sunday services; the latter occur approximately every third Sunday.
- d. You are expected to attend school assemblies (usually weekly on Mondays), Commemoration speeches and other events, and similar important school functions.
- e. You are expected to meet the College Minimum Teaching Standards.
- f. You are expected to carry out other reasonable duties as requested by your line manager, or the Head Master.

**6. Child protection, discipline, health and safety**

- a. You are responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- b. You are expected to maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the College premises and when they are engaged in authorised school activities elsewhere.
- c. Adhere to the College Health and Safety Policy and all associated requirements, to help ensure your safety, as well as the safety of those affected by what you do.