Secondary Teaching Job Description

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| Areas of Responsibility | Expectation | |
| Hours of Work | * Teaching hours: 7.55– 15.15: you are expected to be in the building 30mins before and after your formal responsibilities. * 1 Hour staff meeting each week * 20min briefing each week * 1 hour club each week * Termly parents evenings * Two working evenings per term (eg, Performances or other) | |
| Teaching and Learning | * Provide innovative and engaging learning experiences for all children in the classroom * Follow the curriculum, syllabus and yearly objectives provided by SMT * Provide opportunities for whole-class, paired, group and independent work for all children throughout the year * Ensure children have a range of learning experiences, including out of the classroom * Deliver ‘outstanding’ lessons 90% of the time which are purposeful and meaningful * Monitor learning with precision and report any concerns to SMT immediately * Monitor and update IEPs when required * Monitor the effectiveness of any interventions in a timely and ongoing manner * Engage in meaningful CPD * Be accountable for the progress of each child in your class | |
| Pastoral | * Be dutiful in recognising pastoral needs of all children in your class and within the school * Address emotional needs within your class and individual children * Report ALL concerns to the appropriate line manager according to procedure * Follow the safeguarding policy | |
| Behavioural | * Enforce the school’s behavioural policy at all times, both in your classroom and around the school * Be a positive role model to all children, setting an excellent example at all times | |
| Planning | * Plan lessons based on progress assessment that are differentiated to meet the needs of each individual in the class * Prepare weekly plans for Maths and English * Set and mark homework on a weekly basis | |
| Assessment | Formative   * Track progression carefully in all lessons * Use continual assessments to inform planning * Report concerns about progress on a half-termly basis through Pupil Progress Meetings * Follow assessment policies | Summative   * 2 full term report for each child * Mid-term report for each child * Supervise and mark summative assessments when required |
| Health and Safety | * Report any concerns to HOS * Remain vigilant and pro-active in matters of health and safety * Ensure children’s safety is considered during all learning experiences * Maintain an accurate medical record for any children with specific needs in your classroom and inform any additional adults who work with them * Follow up on any absence due to sickness * Supervise children in case of emergency i.e. fire drills or earthquakes * Make a risk assessment for any trips outside of the school and hand to HOS 48 hours before the trip | |
| Administration | * Keeping accurate records of progress as advised by SMT * Maintain a class register and follow up on absences * Order any resources needed at least one week in advance * Plan and carry out a risk assessment of at least one school-trip per year * Ensure you are up to date on all current policies * Hand in all books, keys and records as and when required by the school manager * Keep an audit of school resources in your classroom * Inform maintenance of any issues you notice around the school * To meet all deadlines given in advance by SMT unless mutually agreed otherwise * Prepare a transition pack for the next teacher as outlined by SMT | |
| Duties | * Cover boarding duty on a scheduled rota (1.5 hours per session, no more than 3 per term) * Break, lunch or after school duty per week * Lead at least one class assembly per year * To attend all assemblies and register students when required | |
| Parental Involvement | * To check homework diaries and respond to any parental comments in a timely manner * Communicate any concerns over a child with parents with SMT support * Make yourself available to discuss matter with parents at their request | |
| Professional Conduct | * At all times, behave in a professional manner both in and outside of the school * Undertake a monitoring or training role as part of the mutually beneficial development of other staff at Isamilo school * Follow the dress code as outlined * Treat all colleagues with respect at all times * Communicate effectively with all parties including: parents, colleagues and SMT * Adhere to deadlines and expectations from the Head of Secondary * Inform HOS immediately if you are unable to carry out any of your responsibilities * In case of absence from school, inform HOS and Senior teacher at 6.45am on the day of absence or earlier where possible. Attend a back-to-work meeting with HOS on return and provide medical notes when necessary as outlined in your contract * Report any concerns or issues to your direct line manager according to the staffing structure: concerns regarding the line manager should be taken to the Head Teacher | |