



ST PAUL'S SCHOOL  
Juniors

## **JOB DESCRIPTION**

**JOB TITLE:** TEACHER

**DATE PREPARED/UPDATED:** July 2016

**DIRECTLY RESPONSIBLE TO:** Head(s) of Department

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### **PROFESSIONAL DUTIES**

1. To plan, prepare and deliver lessons that are stimulating and appropriate, inspiring children with enthusiasm for the subject and a love of learning.
2. To teach the pupils assigned to you, according to their educational needs, and to set and mark work according to agreed guidelines and schemes of work.
3. To assess, record and report on the development, progress and attainment of pupils.
4. To promote the general progress and wellbeing of pupils and to provide guidance and advice, making records and liaising with colleagues and parents as appropriate.
5. To maintain good order and discipline among the pupils and to have due regard for their health and safety both on the school premises and when engaged in authorized school activities elsewhere.
6. To be an effective member of the department(s) in which you work, cooperating with the Head of Department and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment, as appropriate.
7. To attend department meetings, staff meetings, assemblies, house meetings and other school meetings as required.
8. To review from time to time your own teaching methods and use of resources.
9. To participate in arrangements for the appraisal of your performance and that of other teachers.
10. To participate in arrangements for your further training and professional development as a teacher.
11. To communicate and consult with the parents of pupils and to attend parents' meetings.
12. To supervise and, so far as is practicable, to teach any pupils who are assigned to you by the teacher in charge of cover arrangements.
13. To show a commitment to and be actively involved with the extra-curricular life of SPJ.
14. To undertake such other tasks as may reasonably be assigned by the Head from time to time.

*All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.*