



Sunningdale School

Teacher Job Description

General

To plan, organise and implement an appropriate instructional program in a learning environment that guides and encourages pupils to develop and fulfill their academic potential. To participate fully in the life of the school and support the aims of the school. To act with professionalism at all times.

All teachers will help to maintain the ethos of the school at all times.

Main Roles and Responsibilities

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet pupils' varying needs
- instruct and monitor pupils in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate pupils' performance and development
- set and mark class work, prep, and tests
- provide appropriate feedback on work
- encourage and monitor the progress of individual pupils
- maintain accurate and complete records of pupils' progress and development
- update all necessary records accurately and completely
- prepare required reports on pupils and activities
- manage pupil behaviour in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- perform certain pastoral duties including but not limited to pupil support, counseling pupils with academic problems and providing student encouragement

- participate in extra-curricular activities such as games, clubs and pupil organisations
- participate in department and school meetings, parent meetings
- communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs
- keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- To be aware of all school policies and implement them, paying particular attention to safeguarding and promoting pupils' welfare
- To undertake supervisory duties on a weekly basis and on two weekends each term