

JOB DESCRIPTION: TEACHER RESPONSIBLE TO THE HEAD OF DEPARTMENT

1. PRINCIPAL RESPONSIBILITIES

The Teacher is responsible for the development of the Department throughout the school, ensuring that each pupil is encouraged to develop his/her potential to the full in the light of the Mission Statement. Specific responsibilities include:

- i) Planning, implementing, reviewing and updating syllabuses (with, where appropriate, a view to the National Curriculum requirements) with a teaching commitment of about 26 periods per week. Staff with responsibilities will teach less.
- ii) Reviewing and updating schemes of work.
- iii) To ensure that pupil assessment is both regular and thorough and that records of assessment are kept.
- iv) To ensure that homework is set and marked according to departmental and school policy.
- v) To ensure that the school's disciplinary policy is implemented.
- vi) To keep full records of work.
- vii) To participate in staff training, appraisal arrangements and supervision of Probationary/Licensed/Articled teachers.
- viii) To attend departmental meetings and participate in departmental consultation.
- ix) To undertake appropriate tasks and accept appropriate responsibilities at the direction of the Head of Department.
- x) To liaise with other departments in the school as appropriate.
- xi) To co-operate with the Head of Department in developing links with feeder schools. This particularly applies to SGCJS.
- xii) To ensure that stock and equipment are well cared for and economically used.
- xiii) To work with support staff who may be in the department.
- xiv) To ensure the safety of pupils.
- xv) To help ensure that your teaching room(s) present a stimulating learning environment.
- xvi) To assist the Head of Department with examination entries.
- xvii) To assist the Head of Department with setting arrangements.
- xviii) To help implement the school's Whole School Policies: IT, Cross-curricular programmes, sex education, behaviour management etc.
- xix) To help prepare and to attend Open Days.
- xx) To attend Staff Meetings and INSET days.

With these specific responsibilities, the Teacher is expected to foster a lively and enthusiastic atmosphere within the classroom and to exhibit good professional standards in all respects.

2. ADDITIONAL SPECIFIC RESPONSIBILITIES

- i) To be a Tutor to an assigned Tutor Group and to carry out related duties in accordance with the general job description of Group Tutor, including the delivery of the PSHE programme.
- ii) To participate fully in the co-curricular programme of the school according to both personal interest and student need. For Teaching Staff outside of the Sport, Music and Drama Departments, current norms are defined as equivalences to/or combinations of: 1 x after school activity per week for 3 Terms; or, 2 x lunchtime activities per week for 3 Terms; or, 1 x Term of Saturday Sport, including a mid-week after school training session for that specific Term. For those in the Sport, Music and drama Departments HoDs and the DH Staff will be happy to advise on what is considered 'core' and what is considered as 'additional' in terms of input. All those who wish to go beyond these norms may be eligible for the St George's Weybridge Allowance, which recognises financially additional contributions to extra-curricular activities.
- iii) The School has a House system and all staff are members of a House and expected to support its activities.

3. GENERAL DUTIES

- i) To carry out a share of supervisory duties in accordance with published schedules.
- ii) To participate in appropriate meetings with colleagues and parents relative to the above duties.
- iii) To cover for absent colleagues as required.