



JOB DESCRIPTION

Teaching students of all abilities in a designated subject. Providing a full and pro-active commitment to the academic, pastoral and boarding life of the school. Performing duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation. Satisfy all criteria and checks relating to suitability to work in a school environment.

GENERAL RESPONSIBILITIES OF TEACHERS:

- 1) To support the policies and aims of the School and to exercise the highest standards of professionalism.
- 2) To prepare lessons in accordance with the Schemes of Work set out by the Head of Department.
- 3) To teach in such a manner as to maintain the best academic standard, to support the individual needs of pupils and so as to encourage an enthusiasm for, and an interest in, the subject.
- 4) To mark pupils' work on a regular basis, allocate grades and targets as agreed with the Head of Departments and to write reports by the set deadlines.
- 5) To keep up to date with current educational developments and to attend any necessary courses as advised or instructed by the Head of Department or Director of Professional Development.
- 6) To undertake, as directed, agreed supervisory tasks and to be a House Tutor, supporting activities within the house
- 7) To attend Staff Meetings, Staff briefings and Parents' meetings.
- 8) To attend full School Assemblies and Year Group Assemblies as appropriate.
- 9) To contribute to the general breadth and quality of pupils' experiences within the School by
 - a) helping to provide opportunities for curriculum enhancement
 - b) contributing to sport and to the running of activities.
 - c) supervising social and cultural activities according to the published rota
- 10) To take part in the School's system of Professional Review

HEAD OF DEPARTMENT:

A Head of Department's duties incorporate those of an assistant teacher (see 1-10 above).

The role of a Head of Department is to provide strong leadership that results in a department

which provides first class teaching and learning opportunities for students and staff ensuring all students achieve their potential.

The roles will be achieved by:

LEADERSHIP

- 1) Promoting Benedictine values within the department
- 2) Develop and implement a strategy for the department development so that it integrates with the major objectives of the school development plan
- 3) Setting strategic targets for teaching and learning in consultation with the Headmaster and Director of Studies
- 4) Being responsible for ensuring that school policies are explained and implemented within the department
- 5) Representing and promoting the department and the subject within the school.
- 6) Leading the department in promoting a 'delight in learning' among members of the department and students

MANAGEMENT

- 1) Monitoring and evaluating the quality of teaching and learning within the Department.
- 2) Conducting the Professional Review for members of the Department and managing the workload of members of the department
- 3) Reporting to the Headmaster and Director of Studies concerning pupils' results and progress with the annual development plan
- 4) Complying with the Health and Safety policies of Ampleforth Abbey Trust
- 5) Managing supplies for the department
- 6) Organising setting, production and marking of internal exams
- 7) Being responsible for internal administration and moderation of coursework, if appropriate
- 8) Administering entries for external exams, in consultation with the Examinations Officer
- 9) Producing information for GCSE and A level booklets
- 10) Liaising with the Head of Careers and giving advice to university applicants concerning your subject and supervise Oxbridge pupils
- 11) Having overall responsibility for the allocation of grades and targets within the department
- 12) Updating the departmental handbook regularly and preparing for ISI inspections
- 13) In consultation with the Director of Studies, being responsible for staffing and timetable allocation within the department, including the organisation of sets
- 14) Contributing to the management and development of Ampleforth College as a whole through attending appropriate leadership group meetings.

- 15) Monitoring the fabric of the departmental teaching area and liaising with the Procurator and Estates Manager as necessary
- 16) Submitting annual budget proposals and administering the agreed allocation.