Old Palace of John Whitgift School **Member of Teaching Staff**

It is expected that all members of teaching staff will:

- **maintain a commitment to safeguarding and to promoting the welfare of children and young people;**
- support the ethos of the school by being a visible presence;
- adopt professional standards of behaviour and appearance at all times;
- work as a supportive member of the teaching staff;
- consult colleagues for guidance and share best practice;
- participate in the School's professional review procedures;
- familiarise themselves with all the relevant documentation and policies;
- take responsibility for the development of their professional portfolio.

A member of teaching staff will be required to undertake the following professional duties, in each case with regard to the policies and curriculum of the School:

Teaching

It is expected that all members of teaching staff will

- liaise with staff responsible for leading the curriculum and subject areas as required;
- undertake specific tasks related to the development of curriculum areas as delegated;
- ensure students derive as much enjoyment and discovery as possible from lessons and make the maximum progress possible;
- teach students according to their educational needs, to maximise the learning opportunities for each individual;
- set homework according to the policy, the homework timetable and agreed syllabus, mark it in such a way that it is formative and helpful to the students, and follow up late work;
- plan and prepare schemes of work, individual lessons and homework assignments;
- assess, record and report on the development, progress and attainment of students providing targets for further improvement;
- attend Academic Consultation meetings and write reports in accordance with the reporting schedule of the school;
- prepare and develop teaching and examination materials, methods of teaching and assessment, as required;
- participate in arrangements for preparing students for examinations, invigilate the examinations and assess performance as required;
- keep informed of current curricular and syllabus developments;
- offer support to the learning of individual students through the pastoral system and to participate in and contribute to the Learning for Life programme;
- consult and update student records and profiles, and provide relevant information for references;
- monitor the overall academic progress of each individual member of the teaching group including homework and lesson attendance and liaise with appropriate colleagues regarding concerns;
- maintain an awareness of individual student needs by adopting strategies outlined in ISAPs.

General administration and professional contribution

It is expected that all members of teaching staff will

- attend Staff meetings, Subject meetings, and other relevant meetings as required;
- assist with and attend official functions e.g. examinations, celebrations, open events and formal occasions, including church services;
- attend and support assemblies and house events, assisting with general supervision as required;
- register attendance of students in lessons and support students through and upon return from absence;
- supervise students as requested i.e. undertake duties and cover for colleagues and when appropriate, teach students when teacher is not available;
- have an awareness of and follow the School health and safety policy and codes of behaviour;
- maintain good order at all times and safeguard students' health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.
- to participate in (and, where appropriate, contribute to) the general well-being and professional development of the staff and the school for the benefit of all students;
- keep up to date with school policies and remain sufficiently aware of the personal circumstances and problems of individual students taught to act confidently and consistently with colleagues, whilst respecting confidentiality;

Other activities

It is expected that all members of teaching staff will

- promote a positive learning climate through praise and encouragement;
- promote the general progress and well-being of individual students and of any class or group of students assigned to him/her, so that students may reach their full potential;
- keep records and write reports as required, meeting deadlines;
- provide guidance and advice to students as appropriate;
- enter into the extra-curricular activities of the School;
- undertake such other duties as the Head may reasonably request from time to time;
- carry out the duties of Form Tutor as described in the relevant documentation or support the Pastoral Team as required.

December 2015