



# Hartismere Family of Schools

## Job Description: Teacher (MPS and UPS)

Responsible to: Head of Subject

- Ensuring that pupils overall make good or outstanding progress across all year groups and in public examinations, including those in disadvantaged groups
- Delivering a standard of well-planned and well delivered teaching that is consistently good or outstanding over time
- Providing detailed formative feedback both orally and in writing that is based on a close knowledge of individual pupil strengths and weaknesses and that ensures pupils know exactly how to improve their work
- Providing accurate summative assessments of all students on a regular basis to pupils, parents and colleagues as required by the Headteacher
- Ensuring that the behaviour of pupils is consistently good or outstanding within a caring and orderly classroom environment
- Acting as a Form Tutor as required and in so doing to support high standards of behaviour throughout the school by the application of whole school expectations for Form Time
- Contributing to high standards of whole school behaviour by carrying out active weekly duties as directed by the Headteacher
- Attending and contributing positively to whole school, pastoral and subject meetings as required by the Headteacher, Head of Year and Head or Heads of Subject or another colleague assigned by the Headteacher
- Contributing to and following schemes of work and programmes of study as required by Heads of Subject
- Contributing actively to high quality 'display' material that supports pupil learning
- Writing reports on pupil progress for parents and carers as well as other school leaders as required
- Cooperating fully with the school's arrangements for the Safeguarding of children

## Hartismere Family of Schools: Job Description - Teacher

- Demonstrating a consistent support for the enrichment of pupils' education through extra-curricular trips, clubs, exhibitions and other activities including sporting fixtures in the case of teachers of Physical Education and School Performances in the case of teachers of the Performing Arts
- Providing active and positive support for school events including Parental Consultation Evenings, Celebration and Awards Events, Open Evenings and Afternoons and other occasions as requested by the Headteacher
- Providing a good role model in dress and grooming by avoiding 'dressing down' at work and by dressing in a business-like manner unless otherwise pre-approved by the Headteacher
- Providing a good role model for pupils by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity
- Any other tasks or responsibilities that may reasonably be assigned by the Headteacher