



Responsible to: Head of Department

Curriculum

- Teaching pupils across the age and ability range, producing and following schemes of work and maintaining the highest standards possible
- Implementing both School and departmental policies consistently
- Providing lesson plans following School and departmental policy
- Public examination entries, in liaison with the Head of Department and Examinations Officer
- Ensuring the effective and efficient management and organisation of learning resources and the use of IT within the curriculum
- Ensuring sufficient and appropriate practical work is done at all levels
- Liaising with the Pastoral Team in order to gather and report relevant and meaningful information about pupils
- Contributing to and providing support for development work within the department
- Monitoring and reviewing pupil performance and setting pupil performance targets, in conjunction with the Head of Department
- Preparing and supporting pupils for appropriate assessments and examinations
- Ensuring the specific needs of all pupils are considered so that learning is optimised
- Assessing, recording and reporting students' achievements in line with department and School policies and practice
- Ensuring that appropriate study is set regularly and marked
- Using accommodation including display areas, to create an effective and stimulating working environment
- Ensuring the equipment and fabric of the classroom are always organised, kept clean and are in good working order
- Assisting the Head of Department in the appropriate grouping of pupils
- Assisting with the writing and administering of internal assessments, examinations and termly reports for all year groups
- Attending regular departmental/faculty meetings where appropriate
- Keeping up-to-date with developments in education
- Participating positively in the School Performance Review scheme and using the process to develop your personal and professional effectiveness
- Attending School Inset days and staff development workshop sessions
- Undertaking such tasks, within the curriculum area, that the Head of Department might reasonably request
- Establishing resource needs for the subject area and advising the Head of Department of priorities for expenditure and monitoring the departmental budget
- Ensuring that there is a safe working and learning environment in which risks are properly assessed.
- Liaising with Technicians and Teaching Assistants to ensure the effective use of resources.

Pastoral & Communication

- Undertaking pastoral responsibilities and duties within the School each term
- Offering support for the School's activity programme each term
- Attending parents' evenings and other meetings with parents/guardians as and when arranged
- Attending or supporting School events, Founder's Day and functions as agreed
- Supporting the School in the recruitment of new pupils and attending School Open Mornings as required
- Preserving and fostering the good name of the school in all dealings with the wider public
- Undertaking one weekend boarding duty day per term

General

- Ensuring that all preparations are made to start the beginning of each term effectively
- Undertaking duties and offering activities on a pro rata basis
- Contribute to whole School and departmental meetings and planning
- Comply with all whole School policies and procedures
- Promote equal opportunities for all parties
- Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Head of School from time to time
- Following the Teacher Standards

Additional Guidance:

Undertaking such other duties and responsibilities of an equivalent nature, that may be determined and negotiated by the Head of School from time-to-time, during School terms, while the School is in session and at any another time (including during School holidays, at weekends, and before and after the School's normal starting and finishing times), as may be necessary in the reasonable opinion of the Head of School for the proper performance of your duties covering the entire needs of the life of the School and its pupils.

The post holder's duties must at all times be carried out in compliance with the School's Equal Opportunities, Race Equality Policy and other policies designed to protect employees or service users from harassment.

It is the duty of the post holder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The post holder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

To be familiar with and work in accordance with the policies, procedures and guidelines relating to the School and be particularly aware of Child Protection Policies.

To familiarise yourself with and have regard for the School's mission statement.

The post holder must take reasonable care for the health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School's Health and Safety policies and practices, including contribution to School & Trip Risk Assessments.

This Job Description will be reviewed annually as part of the School's performance review policy and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers and the wider School community to share this commitment. The person appointed must be willing to undertake all regulatory checks including an enhanced DBS disclosure.

Draft compiled by: SKI	Preparation date: February 2017
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