



JOB DESCRIPTION

TEACHER

General

Teachers are appointed to contribute to the academic, pastoral and extra-curricular life of a seven day-a-week boarding school.

This job description is not necessarily a comprehensive definition of the post and should be read in conjunction with the teacher's contract, letter of appointment, Staff Handbook and the staff "Code of Conduct".

A teacher should seek to perform those duties reasonably demanded by the Headmaster, to whom he or she is ultimately responsible for all aspects of their work at Oakham School. The teacher's operational line manager is the relevant academic Head of Department, although in a school which places great emphasis on the "Total Curriculum" a teacher will have additional line managers for their work outside academic teaching, e.g. the relevant Housemaster for their work as a tutor. On a day to day basis, the Head of Department has a duty of care to ensure SLT are made aware of any concerns, particularly regarding the overburdening of staff.

Responsibilities

1 Academic [Line Manager: Head of Department]

Under the direction of the relevant Head of Department to:

- Contribute to the teaching of the department as set out in the timetable;
- Prepare lessons taking account of the pupils' abilities within each teaching group/set;
- Identify, encourage and help to realise each pupil's academic potential;
- Employ good subject knowledge, become fully acquainted with the appropriate specifications and schemes of work and carry out the requirements thereof;
- Be a good ambassador for the subject;
- Attend departmental meetings, subject meetings and INSET courses as appropriate;
- Take a proportional share of responsibilities for departmental activities (e.g. fieldtrips, societies, lectures) and new initiatives (such as ICT);
- Manage the classroom environment in a way conducive to successful learning and the maintenance of good pupil discipline, making use of sanctions and rewards in line with school policies;
- Check the attendance of, and keep necessary academic records for groups taught and apply the School's assessment framework;
- Maintain an up-to-date knowledge of pupils with special needs by becoming fully familiar with the relevant IEPs;



- Set and mark a proportional share of the internal examinations, mark coursework, write reports and PR grades according to School Policy;
- Set and mark work regularly for all pupils, in accordance with departmental guidelines;
- As appropriate, be aware of all departmental and school health and safety requirements including relevant risk assessments.

Other academic responsibilities:

- To attend Parent/Teacher meetings;
- When occasion demands, to communicate politely, helpfully and effectively with parents and guardians;
- To cover staff absence when asked by the Head of Department or Deputy Head;
- To attend staff meetings, In-Service Training and a limited number of whole school events as identified by the Headmaster;
- To participate in the School's scheme of staff appraisal and engage in CPD and Mutual Observation.

Sections 2 to 4 below refer to the wider role that all teachers at Oakham fulfil and are couched in the most general terms. Each, of course, is a significant aspect of a teacher's role and fuller explanation may be found in the guidelines we publish concerning tutoring and total curriculum activities.

2 Pastoral [Line manager: relevant Housemaster/Housemistress]

- To work as a tutor in either the Lower, Middle or Upper School.
- To fulfil the duties and expectations of a tutor as published in the Staff Handbook.

3 Extra-curricular [Line Manager(s): Head(s) of relevant activity(ies)]

- To participate in the school's total curriculum programme. This means assisting on a minimum of 3 afternoons or equivalent per week, as agreed with the Headmaster, Deputy Head or Second Deputy;
- Participate fully in the school's Service Weekend programme as agreed with the Headmaster, Deputy Head or Second Deputy;

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- Contribute to the collective work of the teaching staff in providing daily duty teams as per the Second Deputy's schedule. Some teachers may not take part in duties owing to alternative work at duty times in Houses etc. – these staff are identified by the Second Deputy;
- Contribute to the collective work of the teaching staff in providing supervisors for weekly detentions;
- Take a proportional share of examination invigilation;
- Exercise a duty of care to promote the safeguarding and wellbeing of pupils and contribute to the maintenance of a safe and secure school environment.
- Behave at all times with an awareness of the ambassadorial role that teaching at Oakham entails. Participate as appropriate in whole school marketing events, such as open days and activities days.

Expectations for staff at Oakham School published in the Staff Handbook

Academic

Each member of staff is expected to fulfil his/her teaching commitments. A full-time teacher is expected to prepare and teach twenty 50-minute lessons. The marking, reporting and follow up which inevitably follow from these lessons is also part and parcel of this expectation. Teachers who are under this allocation should expect to be used for library supervision and lesson cover. Staff are expected to assist with the invigilation of internal examinations and on occasion assist with public exams also.

There is priority departmental time once a week on a Wednesday at 5.00pm. Occasionally, there will be a one hour professional development slot on a Tuesday. It is expected that a member of staff will attend both these departmental sessions as well as the Inset at half terms and the beginnings of term and parents evenings.

A full time teacher contributes to the general running of their department including for example lesson cover, curriculum development, school trips, coursework, exam marking and supported study sessions. When absent, staff must communicate the need for cover when required and must set appropriate work for the cover lesson.

Tutoring

A full time teacher will also be required to:

- prepare and deliver a 45 minute tutorial to his/her tutor group
- attend his/her tutees' year group assembly
- attend a weekly House tutor period (a Review meeting)
- attend a weekly House meeting
- Complete PRs and end of term reports for his/her tutor group

A tutor will also have House duties that will vary depending on the House that the staff member is assigned to. These duties may include evenings and will normally be approximately three hours in length. In addition, tutors are expected to offer to help over the course of one weekend each half term for example accompanying a House outing.

Extra-Curricular

A full time teacher is expected to contribute to the extra-curricular life of the school by doing three activity or sporting sessions a week. Whole school, year group and House events inevitably depend on staff to assist and there is an expectation that staff will offer their assistance when these events occur, such as Speech Day and Carol Services.

General

Staff also have no more than four duty days a year when they are expected to supervise the road crossings, the lunch queue and walk the campus and town at break and lunchtimes. Staff will be asked to supervise no more than two detentions a year. Given the nature of working in a boarding and day school, staff are expected to demonstrate a certain amount of flexibility depending on the time of year and the pressure points within the academic year.

NML

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