**DANES HILL SCHOOL**  
Job Description for Teachers

Duties and responsibilities  
The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform.

1a Planning and preparing courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in one’s class.

1b Teaching, according to their educational needs, pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere.

1c Assessing pupils’ performance and recording their attainment.

1d Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.

2a Providing guidance and advice to pupils on educational and social matters.

2b Making records of and reports on the personal and social needs of pupils.

2c Communicating and consulting with the parents of pupils. Making records of all formal communications with parents.

2d Participating in meetings at school or elsewhere as required by the Headmaster or Senior Management.

2e Attending school related events and functions at school or elsewhere as required by the Headmaster or Senior Management.  
   
3 Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils as required.

4 Participating as required in any scheme of staff development and performance review.

5 Maintaining good order, discipline and respect for others among pupils; to promote understanding of the school’s rules and values; to safeguard health and safety and to develop relationship with and between pupils conducive to optimum learning.

6 Supervising and teaching any pupils whose teacher is not available.

7 Participating in arrangements for preparing pupils for senior school.

8 Being fully aware of all school policies and school procedures as detailed in the staff handbook and to promote and comply with said policies and procedures.

**Girls’ Games Requirements**

* Expertise, enthusiasm and understanding of the teaching and coaching of games and PE across Years 2-8.
* To ensure a high standard of provision for pupils of all abilities.
* To foster an atmosphere in the teaching environment which encourages the highest standards of work, behaviour and appearance.
* To maintain high levels of communication with parents.
* To ensure that fixture information is provided to parents.
* To maintain good order, discipline and respect for others among pupils.
* Ensure the safety and well-being of children during physical activity, including supervision of children changing, and those who are off school premises during away fixtures and tournaments.
* To prepare each team for competitive matches and coach teams on weekend fixtures or out of school time.
* To organise and assist in the coordination of department events.
* Provide opportunities for individual pupils to compete for a place in a higher team and be able to outline the rationale for selection decisions.
* Be willing to take on the responsibility of leading a sport.
* Umpire all home and away fixtures for your team in hockey, netball and rounders.
* Organise and lead appropriate after-school and before-school practises.
* Maintain an appropriate First Aid qualification.
* Provide reports on tournaments to be publicised in assembly and on the website.
* Assist in the review of facilities and equipment.
* Attend department meetings.
* Assist with home and away swimming galas when required.
* Willingness to take on extra responsibilities.