Ripley Court School

Job Description – General Teacher

The teachers are the backbone of the professional staff at Ripley Court. They are usually assigned to one or several departments if a subject teacher, or to a section (e.g. Middle School or Little Court)if a KS1 or KS2 teacher. The immediate line manager will be the Head of that Department or Section. There are many facets of a teacher's rôle, the most important of which are to:

1. teach the subject(s) agreed assigned and as varied from time to time by the Headmaster. To ensure that the progress and attainment of the children is in line with the schemes of work and the school's expectations.
2. mark and correct children's work in good time.
3. ensure classes are conducted in an orderly fashion. Ensure children have correct materials, books and equipment as required.
4. maintain discipline and good order in classes. To report any problems or issues to the line manager, section head or Headmaster as and when they arise.
5. account to the Director of Studies for personal planning when required.
6. keep up to date, in conjunction with the Head of Department, with current CE, scholarship and entry requirements to senior schools. To cooperate fully with the Head of Department, Head of Section, or senior teacher in that year in the production and implementation of such schemes of work as are required.
7. produce in good time such written reports as are required for the Headmaster or the Director of Studies.
8. record on file notes any conversations held with parents on the matter of progress and attainment of the children. To apprise the Headmaster immediately of any parental concerns and issues.
9. observe the conditions of the contract as agreed with the school and as varied from time to time by mutual agreement.
10. read and observe the policies and requirements of the school as set out in the staff handbook.
11. perform diligently and timely such supervision duties and lesson cover, as required by the Deputy Headmaster from time to time.
12. accept whole-heartedly the life of the school. To be prepared to help and assist in other areas (for example, play productions, concerts etc.) and to generally "get stuck in".
13. to be a positive and proactive in support of the school's strong safeguarding and welfare policies.