

THE NETHERHALL SCHOOL & SIXTH FORM COLLEGE

JOB DESCRIPTION

POST: TEACHER OF History

1. Principal Responsibilities

Under the direction of the Subject Leader (where appropriate):

- a. To contribute to the teaching of the department, as follows:
 - i by planning and preparing courses and lessons in accordance with departmental schemes of work
 - ii by teaching pupils according to their educational needs (including liaison with the Special Needs Department and Teaching Assistants as appropriate.)
 - iii by setting and marking work carried out inside and outside school
 - iv by assessing, recording and reporting on the development, progress and attainment of pupils, according to departmental and school policies.
 - v. by delivering cross-curricular themes and skills (e.g. Information Technology), as required.
- b. To participate in the development of appropriate syllabuses, materials and schemes of work.
- c. To participate in arrangements for preparing pupils for public examinations and in assessing pupils for such examinations.
- d. To contribute to the selection for appointment and professional development of other teachers and non-teaching staff including the induction and assessment of newly-qualified teachers.
- e. To contribute to the induction of trainees.
- f. To contribute to the storage and recording of Department resources and to the display of pupils' work in subject areas.
- g. To comply with health and safety regulations and observe safe working practices.
- h. The Postholder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

2. Additional Specific Responsibilities

- a. To be Tutor of an assigned Form/Tutor Group and carry out related duties in accordance with the general job description of Form/Group Tutors.

3. General Duties

- a. To maintain good order and discipline among the pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- b. To carry out a share of supervisory duties in accordance with published schedules.
- c. To contribute to the supervision and so far as practicable teaching of any pupils whose teacher is not available to teach them, subject to the conditions of employment.
- d. To participate in appropriate meetings with colleagues and parents relative to the above duties.
- e. To participate in appraisal arrangements.

ADDENDUM

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to clause 36(1)(f) of a Teacher's Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.