

Keble School Job Description – Qualified Teacher



General Responsibilities

- Teach effectively with high expectations of both themselves and the pupils
- Take responsibility for the good conduct and behaviour of the pupils at all times, both inside and outside the classroom setting
- Actively undertake a pastoral care role in order to safeguard the welfare and safety of the pupils at all times
- Perform all duties and responsibilities in a professional manner and in keeping with the school's high standards
- Dress in a manner which reflects their professional status as teachers
- Protect Keble's good reputation by supporting the school in all dealings and conversations with parents and other interested parties with particular reference to confidentiality
- Work in a spirit of collaboration and cooperation with fellow members of the teaching and non-teaching staff; management team and Headmaster
- Use existing channels of communication to ensure that good ideas are heard and acted upon and that grievances are addressed swiftly
- Play a full and active part in the life of the school by attending and supporting school events, as reasonably directed by the headmaster, and make a contribution to the extra-curricular activities programme
- Take a full and active part in the appraisal process
- Keeping informed about new initiatives in teaching and current good practice
- Take advantage of opportunities for regular professional training and development
- Be aware of the contents of the Staff Handbook with particular attention to the Health and Safety and Child Protection Policies.

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Specific Classroom Responsibilities

- Establish positive working relationships with the pupils.
- Careful preparation of their teaching material
- Regular monitoring and evaluation of the work undertaken with regard to the pupil's progress and participation
- Meet the academic needs of individuals of all abilities
- The regular and careful marking and correction of pupils' work with appropriate feedback
- Maintain standards of presentation and handwriting in pupils' work
- Carry-out all necessary assessments and evaluations of pupils' learning
- Keep accurate records of each pupil's achievements and progress
- Create a well-organised and interesting learning environment
- Make appropriate displays of pupils' work in classrooms and display boards around the school
- The management of equipment and resources relevant to their work
- Produce written reports to parents
- Attend parent-teacher evenings
- Develop their ability and understanding of the use of ICT in their teaching
- Plan Schemes of Work in line with the Programmes of Study outlined in the Departmental/Sectional Handbooks
- Attend Department/Section meetings and contribute to the formulation of policies in Departmental/Sectional Handbooks

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Conduct, Organization and Administration

All teachers at Keble School are expected to:

- Be punctual for lessons, meetings and school functions
- Arrive at school no later than 8.20am in preparation for the start of school at 8.30am and to be available for cover if required
- Carry out a fair share of supervisory duties as scheduled by the Head of Junior School and Deputy Headmaster
- Attend the Tuesday Briefing and all scheduled and relevant Staff Meetings
- Attend the prescribed INSET days prior to the start of each term
- Liaise closely with the School Office, Head of Junior School / Deputy Headmaster in the accurate compilation of the Termly Calendar and Weekly Programmes from the School Diary
- Follow relevant procedures and complete appropriate forms relating to 'Staff Absence' and 'Attendance on Professional Development Courses' and 'School Visits'
- Complete Risk Assessment Forms and present them to the Health and Safety Committee in advance of pre-planned off-site visits and school trips
- Contribute to the publication of school literature such as Newsletters, the School Magazine and Website.

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