



HAZLEGROVE PREPARATORY SCHOOL GENERAL TEACHER JOB DESCRIPTION

THE POST

Responsible to the Head of Department.

ROLE

To teach the given subject appropriately, following school policy.

RESPONSIBILITIES

- To work with the Head of Department to ensure high and appropriate academic expectations are set for each pupil.
- To be responsible to the Head of Department for high standards in each of the following areas:
 - Planning
 - Teaching
 - Display
 - Assessment
 - Record Keeping
 - Reporting

DUTIES

Curriculum – Teachers should:

- Keep up-to-date with educational developments in their subjects, including National Curriculum, Common Entrance and individual Scholarship requirements where appropriate.
- Support the Head of Department in the organisation of the teaching of the subject.
- Be a pro-active member of the department with respect to suggesting and researching trips, resources, courses, etc.
- Attend subject meetings and INSET and be prepared to take minutes when requested.
- Attend courses and meetings where appropriate.
- Mentor new subject teachers if requested and relevant.

Academic – Teachers should:

- Plan and teach lessons appropriate to the age-group and ability of the pupils in the class or set.
- Be aware of and plan differentiated activities for children with specific learning needs and liaise with LSU where appropriate.

- Promote equal opportunities for learning within the classroom environment.
- Ensure classroom management is in line with school behavioural policy.
- Be aware of and plan extension activities for the more able children in the class or set.
- Use regular formative assessment to keep track of children's progress and follow up particularly high or low achievement.
- Regularly review plans in light of children's achievement and revise or adapt where appropriate.
- Inform the Head of Department in good time if a class or set are unlikely to reach the targets set by the department.
- Promote and display the subject in line with the school display policy.
- Communicate an enthusiasm and excitement about the subject to pupils, parents and other staff.

Administrative – Teachers should:

- Be prepared and ready to start promptly at the beginning of each lesson.
- Ensure that pupils' work is marked according to the school marking policy.
- Keep up-to-date records of the progress of each pupil.
- Comment objectively on pupils when requested.
- Record academic and behavioural issues according to school policy.
- Report pupil concerns to tutors.
- Complete records (examination marks, grades and reports) on the school database by deadlines given by the School.
- Take on any administrative duties (e.g. writing and marking of exams, or putting together medium-term plans) reasonably requested by the Head of Department.

Hazlegrove is an equal opportunities employer. A full copy of the Equal Opportunities Policy is available from the school on request.

SAFEGUARDING THE WELFARE OF CHILDREN

Hazlegrove School is totally committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.

During the interview process, candidates should expect to be questioned about issues that are relevant to safeguarding children. Candidates should also be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been the subject of any child protection concerns.

The successful candidate will be subject to DBS (Disclosure and Barring Service) and other safer recruitment and pre-employment checks.

Mark White MA
Headmaster
November 2017