

## **Teacher Job Description**

Teachers are ultimately accountable to the Head through the Deputy Headmaster, and Director of Faculty, but day-to-day accountability will be to the Head of Department.

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

### **Summary of the role:**

1. Curriculum
2. Extra-curricular
3. Pastoral

### **Main duties and responsibilities:**

#### **1. Curriculum**

- Planning, preparing and teaching appropriately challenging lessons to assigned classes.
- Assessing and recording students' progress in accordance with departmental and school policies.
- Promoting the subject to those within the school and to potential students.
- Assisting in the preparation of pupils for university applications in related subjects.
- Attending and contributing to departmental meetings and initiatives.
- Developing and sharing teaching and learning resources.
- Monitoring the work and progress of pupils, including those with specific learning needs
- Maintaining professional skills through INSET and our Professional Development programme.
- Being proactive in exploring innovative ways of delivering the curriculum.
- Producing displays and digital resources to create an attractive learning environment.
- Promote the school and department productively at school events, for example Open Morning, Entrance Examination Day, Prize-Giving.

## 2. Co-curricular

- Contributing to the co-curricular life of the school through games and the co-curricular programmes.

## 3. Pastoral

- Taking part in the pastoral life of the school as a form tutor, and contributing to the PSHE programme.

## Review

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Colston's is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).*

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I confirm that I have read, understood and agree to the above job description:

Name: .....

Signed: .....

Date: .....