

JOB DESCRIPTION FOR A CLASS TEACHER AT PLYMOUTH COLLEGE

The primary task of the class teacher is to teach as directed by the Governing Body and the Headmaster.

Teachers at Plymouth College are engaged to teach one or more academic subjects, to support the work of their department, to take a full part in the pastoral system of the school and to contribute to the games and/or extra-curricular programme of the School. The work of teachers is clearly at the heart of all the School does. This job description cannot hope to cover all that teachers routinely undertake but attempts to give a description of the main duties of a teacher.

Teaching

Teachers at Plymouth College are expected to:

- Keep up-to-date with developments in their subject particularly having regard to matters relevant to the secondary school curriculum.
- Discuss the requirements of the scheme of work with their Head of Department and work within the guidelines provided. Innovation is welcomed but the need to meet the curricular targets for a given class must not be neglected.
- Plan lessons carefully and with regard to safety, and ensure that resources are available. Resources that must be booked in advance must be organised in good time.
- Maintain good classroom discipline having regard to the behaviour policy of the School. Where disciplinary sanctions need to be used, these must be in accord with the policies of the School.
- Set prep, according to the School's prep timetable.
- Regularly mark work in accordance with the marking policy of the department.
- Participate in the established assessment, recording and reporting systems of the school.
- Maintain a regular dialogue with key staff such as tutors, Heads of Year, boarding staff and sports coaches on the progress of students, ensuring that students causing concern are made known to the Head of Department.
- Participate in arrangements for preparing pupils for public examinations and in assisting pupils for the purpose of such examinations, recording and reporting such assessments and participating in arrangements for pupils' presentation for and supervision during such examinations.

Department

Teachers are expected to contribute to the work of the department by:

- Undertaking administrative tasks as negotiated with the Head of Department.

- Sharing lesson ideas and experiences.
- Sharing INSET experience.
- Communicating with parents on subject-based matters.
- Communicating with Tutors, Heads of Year and Housemasters/ Housemistresses as appropriate.
- Contributing to departmental display.
- Attending departmental meetings.
- Contributing to and help to achieve the objectives of the departmental development plan.

Health & Safety

Teachers are expected to:

- Be aware of and observe the School policy on health and safety requirements as set out in the Staff Handbook and Health & Safety Policy
- Be aware of any subject specific health and safety requirements and ensuring that they are implemented appropriately at all times.
- Notify the Head of Department and / or SMT of any Health & Safety issues of which they become aware.
- In conjunction with their Head of Department, carry out risk assessments as and when necessary, forwarding a copy to the Health and Safety Manager for sanction.

Induction, In-Service Training and Review

Teachers are expected to:

- Participate in the arrangements for further training and professional development as required.
- Identify their own training needs, in consultation with the Head of Department.
- Take part in the appropriate appraisal, development and review procedures.
- Ensure that they have read the Staff Handbook.

Pastoral

Teachers are expected to:

- Act as tutors unless their other duties preclude this.
- If attached to a House, support the Housemaster or Housemistress in as wide a variety of house activities as possible.
- Have regard to the special educational and health needs of individual pupils following advice from the Head of the LDD Department or EAL, the Housemaster/Housemistress or Head of Year or School Nurse.
- Refer concerns about the performance of pupils to the relevant tutor.
- Be able to identify which pupils are boarders and to communicate appropriately with the Head of Boarding in respect of matters affecting boarders.
- Contribute to discussions of individual pupils or give written advice on request from Tutors, Heads of Department, Heads of Year, Housemaster/Housemistress or SMT / SLT.

School

Teachers are expected to:

- Conform to the Staff Code of Conduct.
- Contribute to the extra-curricular programme of the School.
- Attend Speech Day, Open Day and other recruitment events, all relevant Parents' Evenings and other school events as required by the Headmaster.
- Develop and maintain good relationships with parents and the local community.
- Give early notice in the case of unavoidable absence through sickness and indicate work for classes to follow.
- Undertake supervision for any pupils whose teacher is not available to teach them.
- Undertake supervision duties in accordance with the rotas published by the School.
- Undertake such other reasonable tasks, consistent with the role of a teacher, as directed by the Governors and the Headmaster.