



## Highworth Warneford School

### Job Description for a Teacher

A teacher seeks to inspire students in all aspects of their lives and be a valuable role model at all times. Our philosophy is to educate the whole person; we want students to enjoy their learning and we have high expectations for their academic, creative and social progress.

Please also refer to the school's Staff Handbook which details the high standards of professional practice expected in terms of values and relationships, professional integrity, conduct, collegiality and collaboration.

### **Responsibilities and Duties**

#### ***General***

1. To be responsible for the day to day organisation of the teaching and pastoral care of allocated groups
2. To uphold and maintain the values, ethos and discipline of the school – both in and out of the classroom

#### ***Form Tutor***

1. To act as form tutor to an allocated group, exercising excellent pastoral care and completing the organisational and administrative tasks associated with the role of a form tutor
2. To be responsible for monitoring and supporting the good attitude, behaviour and appearance of the tutor group

#### ***Subject Teacher***

1. To teach classes allocated on the timetable, according to the scheme of learning of the department and in accordance with the general methodology required by the subject leader
2. To plan and prepare lessons, including the setting and marking of homework – having high expectations of what students are capable of doing, making good use of formative assessment and differentiation to feed into planning
3. To maintain high standards of practice in relation to lesson planning, setting homework, monitoring progress, assessing work, keeping records, reporting and providing feedback, making regular use of the school's rewards system
4. To create a positive and active learning environment that promotes and maintains high standards of effort and behaviour
5. To contribute as requested to the smooth running of the department – sharing and supporting good practice and helping to develop schemes of learning
6. To communicate and consult with parents in accordance with school policy and practice
7. To participate in the full meetings programme of the school
8. To take responsibility for sustaining and improving the quality of personal professional practice through appropriate reflection and participation in CPD opportunities
9. To follow and implement school policies, including those related to SEND and Health & Safety
10. To cover for absent colleagues in accordance with school policy and practice
11. To complete any administrative and organisational tasks related to normal teaching duties
12. To undertake regular supervisory duties