



2018-19 - Job Description

Post Title: Teacher
Post Responsible to: Head of Preparatory School

JOB PURPOSE:

- To plan and deliver high quality, effective, personalised teaching which will enable pupils to enjoy learning and achieve their full potential.
- To be accountable for meeting the baseline expectations for professional practice and conduct as set out in the *DfE Teacher's Standards*.

Teachers at Bournemouth Collegiate School must fully commit to the ethos of the school, as laid out in the Mission Statement and Aims and 'live' the values of the school.

Planning, Teaching, Assessment and Class Management

A teacher will:

- Plan for and implement the National Curriculum
- Set high expectations which inspire, motivate and challenge all pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate formative assessment based on the KPIs.
- Maintain and submit termly assessment information of pupil performance against the KPIs
- Manage behaviour effectively to ensure a good and safe learning environment.
- Analyse termly performance data through pupil progress reviews and identify the needs of all pupils through the Provision Mapping process.

Professional Responsibilities

A teacher will:

- Make a positive contribution to the wider life and ethos of the school.
- Effectively co-ordinate a particular area of the curriculum.
- Organise and participate in extra-curricular activities.
- Maintain all necessary Health and Safety checks on equipment, resources and learning spaces.
- Attend Staff Meetings and Briefings, Inset Days, Parents' Evenings and Meetings, Open Days, School Fetes and Speech Day.

Managing resources

A teacher will:

- Ensure resources including textbooks, ICT and other equipment are adequate to support Teaching and Learning and highlight where resources are lacking.
- Ensure resources are available and appropriately stored to be safely accessible to pupils.

Relations with parents and the wider community

A teacher will:

- Liaise effectively with parents through informative oral and written reports and target setting, enabling them to support their child's learning, behaviour and progress.
- Liaise when necessary with other outside agencies responsible for a pupil's education and welfare.
- Work to support the school in establishing and maintaining links with the wider community for the mutual benefit of the school and the community.

Managing own performance and development

A teacher will:

- Maintain a good knowledge of the School Development plan and how it influences his/her own practice.
- Take responsibility for his/her own professional development and keep up to date with research and developments in education and in the subjects they teach.
- Contribute to peer observation and respond positively to feedback from colleagues.
- Set a good example to the pupils through presentation and personal conduct.
- Evaluate own teaching critically and use this to improve effectiveness.
- Participate in the school's Performance Development Scheme.

Teamwork

A teacher will:

- Establish effective working relationships with colleagues including support staff and other specialist staff, to support teaching and learning.
- Contribute to the coaching culture of the school by coaching and mentoring colleagues.
- Contribute to on-going INSET for staff where appropriate.

Administration

A teacher will:

- Maintain an up-to-date knowledge of all school policies and procedures.
- Contribute to the review of school policies as required.
- Maintain the pupil attendance register, club registers and prep register in line with school procedures.
- Maintain all pupil records and enter data into Classroom Monitor.
- Write termly pupil reports/grade cards.
- Complete any necessary risk assessments and the paperwork associated with school trips and visits.

Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct as outlined in the *DfE Teachers Standards*. A teacher must:

- Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside the school.
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality
- Have an understanding of, and always act within, the frameworks which set out their professional duties and responsibilities.

Signed:

Date:

.....
Post Holder's name:

Signed:

Date:

.....
Head