

## **Job Description**

### **Teacher**

#### **Responsibilities**

- To have high expectations whilst taking into account the ability ranges of the pupils; to differentiate work for more and less able pupils according to their needs
- The ability to communicate an enthusiasm for learning to our pupils.
- To plan and modify Schemes of Work where appropriate and relevant
- To attend Parents' evenings as appropriate to discuss the children's progress
- To write detailed reports at the end of the Autumn and Summer Terms
- To participate in INSET provided by the School during the period of employment
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To keep records of INSET attended
- To take a full and fair part in the Staff Duty Programme
- To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the Headmistress
- To attend School and Year group assemblies, staff meetings and pastoral meetings
- To be involved in Open Mornings, entrance testing, scholarship assessments and induction mornings as required
- To run activities for pupils
- To maintain displays of pupils' work and subject resources
- To take part in organising and supervising educational visits
- To make an active contribution to whole school events.

#### **Standards and quality assurance**

1. Support the aims & ethos of the school;
2. Set a good example in terms of dress, punctuality & attendance;
3. Attend & participate in Open Days & whole-school events & performances;
4. Uphold the school's behaviour code & uniform regulations;
5. Participate in staff training;
6. Attend all staff meetings.

#### **Teaching and learning**

1. Carry out teaching duties in accordance with the school's schemes of work;
2. Be able to set clear targets, based on prior attainment;
3. Contribute widely to the extra-curricular life of the School;
4. Demonstrate good practice in teaching.

#### **Assessing and reporting**

1. Record students' work;
2. Monitor, evaluate and review practice in your teaching area;
3. Mark and return work within the agreed time span, providing feedback & targets;
4. Provide assessment reports to monitor student progress;
5. Liaise with parents & attend consultation evenings;

**Health & Safety**

The post holder is responsible for the safety of all pupils and must ensure that:

1. The resources are maintained in a safe condition for the pupils and School staff;
2. They carry out operations in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the Deputy Head via the School's Accident Report Form procedure;
4. The Deputy Head is kept informed of any concerns regarding Health and Safety and safe working practices.

**General**

This job description is not intended to be all embracing and the post holder shall be required to carry out additional tasks as the Headmistress shall instruct, commensurate with training and experience.