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# Professional Responsibilities of a Teacher in the Prep School at

**Cumnor House Sussex**

This guidance should be read in conjunction with The Staff Handbook (Appendices), The Cumnor Principles (see below), and the DfE Teachers’ Standards. Teachers are also required to read and understand Part 1 of the DfE Keeping Children Safe in Education.

All teachers in the Prep School will be expected to undertake the following duties and responsibilities:

## Teaching

* Attend assemblies and register the children’s attendance using school procedures;
* Plan and prepare lessons as required by the Head of Department;
* Be knowledgeable of the educational needs and LED provision plans of the pupils, and teach according to their abilities, strengths and needs;
* Maintain a stimulating classroom environment;
* Promote the general progress and well-being of each child or any group or class assigned to him/her. Particular care should be taken to ensure that the cultural needs of the children are taken into consideration and that all children have equal opportunities in all areas of the curriculum;
* Communicate with and consult parents regularly, responding positively and professionally to any requests or queries.
* Participate in regular departmental meetings as required by the Head of Department;
* Assist with the organisation of school events as required by the Headmaster.

## Assessment Recording and Reporting

* Assess, record and report the development, progress and attainment of pupils;
* Make records and reports of the personal and social needs of the children;
* Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
* Attend Parents’ Evenings;
* Be prepared to meet parents at mutually convenient times to discuss their children’s progress during the term.

## Training and Development

* Participate in school arrangements for further training and development as a teacher;
* Attend outside courses, as approved by Head of Department, to refresh and enhance classroom skills;
* Regularly review methods of teaching and programmes of work.
* Ensure Safeguarding and other essential training is maintained and up to date, providing certificates as required

## Duties

* Undertake supervisory duties, as may be reasonably requested, before, during or after school sessions;
* Participate in meetings which relate to the curriculum, administration or organisation in the school as a whole;
* Support school functions and activities whenever possible;
* When requested, supervise children and, as so far practicable, teach any pupils whose teacher is not available to them;
* Attend school before term starts and after the term finishes, making necessary preparations as required by the Head of Department and the Headmaster.

## Management and Administration

* Advise and co-operate with the Head of Department and other colleagues on the preparation and development of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements;
* Participate in administrative and organisational tasks related to duties described above;
* Participate in arrangements for preparing children for public exams and in assessing the children for the purpose of such examinations, recording and reporting such assessment and supervision for such examinations;
* Participate in any arrangements for appraisal of his/her performance.

## Discipline, Health and Safety

* Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school’s policy, on school premises and when on authorised activities elsewhere;
* Be aware of individual dietary and medical needs, including allergies, and of the procedures in case of medical emergency;
* Maintain condition of all equipment used, and alert the office (for photocopiers) or DHM/Bursar when attention is necessary.

**Cumnor Principles**

*These should be viewed through the overarching prism of*

*“Aim High, Be Kind and Dare to be Different”*

1. **C**hildren First: The happiness and well-being of each child is of paramount importance; in all decision-making, the impact upon children is considered first. We are ambitious for every child in our care. Children are offered a fully rounded education within a community that values the concept of childhood.
2. **C**are is Widespread: Cumnor is non-selective and both embraces and supports a diversity of interest, ability, background and outcome. We aim to be sympathetic, empathetic and professional in our relationship with children, staff and parents.
3. **C**ommunity Values: We act in partnership with other school communities – both state and independent. We keep in mind our local community as well as wider environmental issues and encourage children in similar thinking. Old Cumnorians are seen as a valued part of our community.
4. **C**ommunication Matters: We seek to communicate clearly and without favour, respecting and valuing the opinion of others.
5. **C**ore Strength: We aim for the highest standards of professional performance and behaviour supported by these principles. We seek to develop ourselves through appraisal and CPD to be excellent teachers.