



Eagle House School

Learning for Life

Eagle House Teacher

General Professional Duties

The following duties shall be deemed to be included in your professional duties as a schoolteacher at Eagle House.

Teaching:

1.
 - a) planning and preparing courses and lessons;
 - b) teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupil in school and elsewhere where appropriate (e.g. revision and holiday work);
 - c) assessing, recording and reporting on the development, progress and attainment of pupils.

Other activities:

2.
 - a) promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you (e.g. as a formteacher or Pastoral Year Head);
 - b) providing guidance and advice to pupils on educational and social matters (e.g. as part of the school's LFL programme);
 - c) reporting as appropriate on the personal and social needs of pupils;
 - d) communicating and consulting with the parents of pupils;
 - e) communicating and co-operating with persons or bodies outside the school (e.g. Social Services Department);
 - f) participating in meetings arranged for any of the purposes described above.

Assessments and reports:

3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Staff Development:

4.
 - a) participating in the school's Staff Development Review Programme;
 - b) participating in arrangements for your further training and professional development as a teacher;

Educational method:

5. Advising and co-operating with the headmaster and other staff on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, health and safety:

6. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings:

7. Participating in meetings and conferences at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover:

8. Supervising as required any pupils whose teacher is not available to teach them.

Examinations:

9. Participating in arrangements for preparing pupils for internal and external examinations and in arrangements for supervision during such examinations.

Management:

- 10.
- a) contributing where appropriate to the selection for appointment, and professional development of, other staff, including the induction and assessment of new teachers;
 - b) taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Administration:

11. Attending assemblies and school services, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Other duties:

12. Performing, in accordance with any directions which may be reasonably given to you by the headmaster or other person acting on his authority, such particular duties as may reasonably be assigned to you.