

JOB DESCRIPTION	TEACHER
Title of post:	Farleigh School – Teacher
Responsible to:	Headmaster, HOD's and Director of Studies
Purpose of the job:	To deliver high quality lessons, which meet the needs of all children and develop each individual's enthusiasm and talents.
Relationships:	<p>The post holder is responsible to the Headmaster in all matters as well as to the HOD's and to the members of the Senior Management Team in the following capacities:</p> <p>to the Second Master in respect of pastoral & boarding matters, and the organisation of the school day;</p> <p>to the Director of Studies in respect of curriculum matters;</p> <p>to the Head of Learning Support in respect of individual pupil support;</p> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them.</p>
Particular Responsibilities:	<p>The particular responsibilities attaching to this post are as follow:</p> <ul style="list-style-type: none"> (a) teach pupils within the School and lead by example with stimulating teaching, which inspires pupils to learn and want to learn, also carrying out such other associated duties as are reasonably assigned by the Headmaster; (b) meet regularly with other teachers in the department so that subject policies and the Departmental Handbook can be agreed and written, concerns can be addressed, improvements suggested and ideas shared; (c) establish and maintain a climate within the subject which is inclusive, safe and secure and where positive behaviour is learned and taught by all; (d) manage both informal and formal assessment within the subject to support pupil progress and high standards of achievement and liaise with the Heads of Department, Director of Studies and Learning Support; (e) liaise with Heads of Year to keep them in touch with academic and pastoral issues; (f) maintain a professional standard, adhering to statutory and school requirements for Health and Safety, Risk Assessment and Child Protection; (g) work in accordance with and respect the Roman Catholic ethos; (h) read and adhere to all school policies.
Key Tasks:	<p>The key tasks attaching to the post of Teacher are as follows:</p> <ul style="list-style-type: none"> (a) teach and implement the Medium Term Plans; (b) differentiate and deliver the curriculum using a multi-sensory approach, in order to meet the needs of all the children, stretching the most able and meeting the needs of those children who find the work challenging; (c) help to develop, follow and improve an inspiring and inclusive curriculum, which also explores cross-curricular opportunities; (d) create an exciting and engaging classroom delivery which inspires pupils to learn and want to learn; (e) monitor the progress of pupils, assessing and recording effort and attainment so that their needs can be identified and challenges set, ensuring effective delivery of the curriculum; (f) report to parents at required times during the year through progress cards and written formal reports and attending all parent evenings and curriculum Evenings as required; (g) teach across different age ranges and ability levels, supporting the preparation of pupils for 11+ entry, CE and scholarships to senior schools; (h) foster a supportive environment where each child is valued and offer guidance to enable pupils to experience success at whatever level they are capable of; (i) to mark work thoroughly and regularly in accordance with the marking policy; (j) to encourage good presentation of work ensuring that the presentation policy is being followed; (k) to make contributions relating to the work of the Department to materials published about the School;

	<ul style="list-style-type: none"> (l) establish professional working relationships with colleagues and parents, communicating fully at all times; (m) to promote and support the use of ICT within the subject keeping oneself computer literate through attendance of courses or inset training; (n) to contribute to the department's SWOT analysis at intervals in order to identify priorities for the School and department development plan: (o) to help in the setting, content and marking of examination papers; (p) provide appropriate work in cases of known absence from school; (q) liaise with Learning Support in order to meet the needs of all pupils including those with specific learning difficulties and the Gifted and Talented; (r) display work creatively and effectively in the classroom; (s) keep up to date with own current practice and development in the subject area, attending relevant courses and training; (t) play a full part in the everyday life of the School, which should include, attending all Collective Worship, day duties, supervising Prep, cover for absent staff, teaching of specified games, after school activities and pastoral duties; (u) to work to the direction of the Headmaster on any other matters relating directly to this role, which may from time to time occur.
<p>Annual Review:</p>	<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.</p>