



## **Sunningdale School**

### Teacher Job Description

#### **General**

To plan, organise and implement an appropriate instructional program in a learning environment that guides and encourages pupils to develop and fulfill their academic potential. To participate fully in the life of the school and support the aims of the school. To act with professionalism at all times.

All teachers will help to maintain the ethos of the school at all times.

#### **Accountability:**

For matters involving any aspect of pastoral care, teachers report to the Deputy Headmaster

For matters involving teaching and learning, teachers report to the Director of Studies

For matters involving games and activities, teachers report to the Head of Games

#### **Main Roles and Responsibilities**

- GENERAL
  - Be aware of all school policies and implement them, paying particular attention to safeguarding and promoting pupils' welfare
  - Maintain high standards of personal and professional conduct, including standards of dress, attendance and punctuality
  - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - Show tolerance and respect for the rights of others
  - Ensure that personal beliefs are not expressed in ways which may negatively influence pupils
  - Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- ACADEMIC
  - Ensure that the classroom is well-organised, tidy and provides a stimulating and positive environment which enhances pupils' learning
  - Develop schemes of work and lesson plans in accordance with the department's programme of study
  - Promote a love of learning by delivering well-planned, engaging lessons
  - Establish and communicate clear objectives for all learning activities
  - Make use of a variety of resources and techniques, including ICT in order

- to engage pupils
- Set high expectations for pupils both in terms of their academic performance and their behaviour
- Adapt teaching to the needs and strengths of all pupils and have a clear understanding of those needs, including those pupils with special educational needs
- observe and evaluate pupils' performance and development
- set and mark class work, prep, and tests in a timely manner
- provide appropriate feedback on work
- encourage and monitor the progress of individual pupils
- maintain accurate and complete records of pupils' progress and development
- update all necessary records accurately and completely
- prepare required reports on pupils and activities
- manage pupil behaviour in the classroom by establishing and enforcing rules and procedures
- participate in department and school meetings, parent meetings
- communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs
- keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- **PASTORAL**
  - To undertake supervisory duties on a weekly basis and on two weekends each term
  - maintain discipline in accordance with the rules and disciplinary systems of the school
  - apply appropriate disciplinary measures where necessary
  - perform certain pastoral duties including but not limited to pupil support, counseling pupils with academic problems and providing student encouragement
  - be a tutor to boys
  - be a member of staff assigned to one of the houses, attend house meetings, encourage contribution to house activities, support house activities
- **EXTRA-CURRICULAR**
  - make a positive contribution to the wider life and ethos of the school
  - participate in extra-curricular activities such as games, clubs and pupil organisations