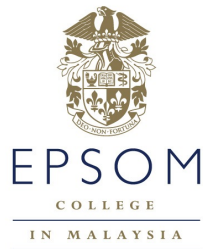


## JOB DESCRIPTION SENIOR SCHOOL TEACHER

Line Managed by : Head of Department

### General Tasks:

- To plan, deliver and reflect upon lessons in accordance with Departmental and College policy;
- To assist with the production of Schemes of Work (SOW), Assessment Objectives (AO) and other relevant documents as required by the Head of Department;
- To set appropriate homework (prep) and classroom assessments and exercises according to the Departmental and College timetable and guidelines;
- To mark and provide constructive feedback to pupils on assessment exercises, following Departmental and College policy;
- To ensure that the College Learning and Teaching Values are reflected in planning and practice;
- To engage fully in the college CPD and lesson observation programme;
- To set realistic and ambitious targets for pupils taking into account prior performance and EAL abilities;
- To promote literacy at all times inside and outside the classroom;
- To promote and maintain a positive learning environment at all times, including maintenance of good behaviour and positive relationships;
- To promote good behaviour and social responsibility in the wider College environment;
- To maintain communication with the EAL and SEN departments to ensure full knowledge of individual student needs and to report concerns as appropriate;
- To ensure that in the event of the teacher's absence appropriate work is set, with clear instructions to pupils and cover staff, keeping the Head of Department informed;
- To promote enthusiasm for the subject and by example inspire pupils with a love of learning;
- To maintain regular contact with parents regarding pupil progress, ensuring that the Head of Department and other relevant staff are kept informed;
- To act as a House Tutor as required, providing outstanding pastoral care for pupils, including careers and HE guidance;
- To be aware of and uphold appropriate House procedures as required by the Housemaster/mistress;
- To act as a positive role model for pupils at all times;
- To be familiar with and uphold all College aims, values and policies at all times;
- To be familiar with and promote the College programmes, including the 18 Month A Level Programme;
- To attend all staff meetings, weekly briefings and INSET sessions;
- To attend all relevant Parent-Teacher consultations;
- To attend and contribute to all College Open Days;
- To be aware of and responsible for upholding College Health and Safety policies and procedures;
- To be aware of and uphold the College Staff Room Code of Conduct and Guidance for Staff;
- To set the appropriate tone around the College in respect of dress, punctuality, conduct, manners and environmental awareness;
- To participate fully in the co-curricular programme;
- To be available for one weekly boarding duty and occasional weekend boarding duties;
- To be involved in the provision of Public Holiday supervision (when boarders are at College);
- To carry out other duties as reasonably expected by the Headmaster.

**Essential Criteria:**

- Strong A-Levels (or equivalent) and a good degree in an appropriately related subject;
- A PGCE/QTS or other suitable teaching qualification (or experience);
- Excellent academic subject knowledge;
- Excellent interpersonal and communication skills.

**Desirable Criteria:**

- Desire to contribute effectively to pastoral life of ECiM;
- Evidence of the capacity to contribute to the broader life of the College;
- First class ICT skills;
- Experience of teaching the British curriculum.