

## **Teacher Job Description**

Teachers are ultimately accountable to the Head through the Deputy Head, and Director of Faculty, but day-to-day accountability will be to the Head of Department.

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

### **Summary of the role:**

1. Curriculum
2. Extra-curricular
3. Pastoral
4. Compliance

### **Main duties and responsibilities:**

#### **1. Curriculum**

- Planning, preparing and teaching appropriately challenging lessons to assigned classes.
- Assessing and recording students' progress in accordance with departmental and school policies.
- Promoting the subject to those within the school and to potential students.
- Assisting in the preparation of pupils for university applications in related subjects.
- Attending and contributing to departmental meetings and initiatives.
- Developing and sharing teaching and learning resources.
- Monitoring the work and progress of pupils, including those with specific learning needs
- Maintaining professional skills through INSET and our Professional Development programme.
- Being proactive in exploring innovative ways of delivering the curriculum.
- Producing displays and digital resources to create an attractive learning environment.
- Promote the school and department productively at school events, for example, Open Morning, Entrance Examination Day, and Prize-Giving.

#### **2. Co-curricular**

- Contributing to the co-curricular life of the school through games and the co-curricular programmes.

### 3. Pastoral

- Taking part in the pastoral life of the school as a form tutor and contributing to the PSHE programme.

### 4. Compliance

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

### Review

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Collegiate School would aim to reach agreement to the changes.

*Collegiate is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*The safeguarding responsibilities of the post include:*

- *To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;*
- *To be supportive of and committed to the School's policies on Child Protection;*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*