

## **St Nicholas' School Standard Job Description for Teachers**

### **Professional Duties**

The teacher is responsible to the Headmistress and the Director of Studies in the absence of the Headmistress. The Director of Studies will oversee and monitor the curriculum and its delivery throughout the whole school. The Teacher is responsible to the Head of Department.

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

#### **1. Teaching**

- (a) Planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupil, in school and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of pupils;

In each case having regard to the curriculum for the school.

#### **2. Other Activities**

- (a) Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to him/her;
- (b) providing guidance and advice to pupils on educational and social matters and on their further development and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) making records and reports on the personal and social needs of pupils;
- (d) communicating and consulting with parents of pupils;
- (e) communicating and co-operating with persons or bodies outside the school;
- (f) participating in meetings for any of the purposes described above;
- (g) to undertake supervisory duties such as lunch duties and any other duties as required and directed by the Headmistress. For part-time staff these will as far as possible be allocated on a pro-rata basis.

#### **3. Assessment and Reports**

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

#### **4. Performance Management**

Participating in any school arrangements for Performance Management.

#### **5. Review: further training and development**

- (a) Reviewing from time to time his/her methods of teaching and programmes of work;

- (b) participating in arrangements for his/her further training and professional development as a teacher.

## **6. Educational Methods**

Advising and co-operating with the Headmistress and other teachers (any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **7. Discipline, Health and Safety**

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.

## **8. Staff Meetings**

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

## **9. Pupil Examinations**

Participating in arrangements for preparing pupils for public examinations and in assessing the pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements and supervision during such examinations.

## **10. Cover**

Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them. Staff are expected to remain on site during non-contact periods and these may be used for cover. The non-contact periods of part-time staff will be used up to the maximum number allocated each year on a cumulative basis.

## **11. Administration**

- (a) Participating in administrative and organisation tasks related to such duties as are described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials;
- (b) registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school session.

## **12. Religious Education and Worship**

- (a) Attending, taking part and leading acts of worship;
- (b) having regard to the Church of England character of the foundation of the school.