**THE HENRIETTA BARNETT SCHOOL**

***Job Description for all Teachers at HBS***

***In your academic work, you are directly responsible to: Subject Leader***

Under the direction of the Head, you are employed to support the ethos of the School and to carry out its aims and policies and perform your professional duties, as a class teacher and, where appropriate, as a tutor according to the requirements of the current Teachers’ Pay and Conditions Document.

**GENERAL DUTIES**

* to provide guidance and advice to pupils on educational and social matters and on their further education and careers, including information about sources of more expert advice; to make relevant records and reports
* to promote the general progress and well-being of individual pupils and of any class or group
* to communicate and consult with parents
* to communicate and consult as required with outside agencies who have legitimate business with the school
* to attend meetings associated with the above
* to co-operate with the Governors
* to fulfil a pastoral role according to the agreed guidelines
* to carry out supervisory duties as required
* to maintain high standards of timekeeping
* to attend assemblies unless directed otherwise or unless an agreement has been made with the Head
* to cover the classes of absent colleagues when required to do so within reasonable limits

**TEACHING**

* to take an active part in the work of the Department and support the learning experience of students through participation in Department meetings,
* to plan/prepare lessons and contribute to the development of appropriate materials and schemes of work and examinations
* to maintain specialist expertise, taking advantage of INSET
* to teach the pupils allocated to her/him in accordance with the agreed syllabus, using the

teaching strategies and methods formulated within the Department, according to the educational needs of the pupils assigned to her/him, including the setting and marking of pupils’ work.

* to set and assess homework according to the policy of the School and the department
* to participate in the School’s programme of monitoring and self-review
* to assess, record and report on the attendance, development, progress and attainment of pupils
* to maintain sound discipline in the classroom
* to encourage and promote the confidence of pupils at all times
* to prepare the pupils for public examinations
* to work closely with the Head and other staff in all areas of teaching