



George Heriot's School

Founded 1628

Job Description

Job Title: Teacher

Responsible to: The Principal, via the Head of Department in the Senior School and the Head of Junior School respectively. For certain specified parts of their duties, they may also be responsible from time to time to other promoted staff, for example Year Teachers.

The list of duties described below cannot of its nature be fully comprehensive but, combined with the relevant pages in the Handbook, it should provide an adequate job description.

1. Teaching; Curriculum, Syllabus and Lesson Preparation and Delivery

- Be aware of relevant current educational developments.
- Contribute to departmental and other discussion about the general curriculum as well as the subject-specific syllabus.
- Prepare lesson plans as required by the Head of Department.
- Prepare relevant materials for classroom use.
- Use the School's resources to advantage.
- Pay attention to the educational needs of each pupil and to ensure, for example, that reference is made through the Head of Department to Support for Learning, if required.
- Co-operate with colleagues in planning and delivery.
- Set homework and classwork and, where appropriate, correct and return as quickly possible.
- Keep a full record of each pupil's progress.
- Report on each pupil's progress - as required by the School - to colleagues, to parents and others.

2. Examinations

- Prepare pupils according to the Department's policy for all internal and external examinations.
- Ensure that pupils are aware of the scope, intention, timing and importance of each examination, folio, assignment etc.
- Prepare examinations as required by the Head of Department.

- Mark scripts and return them within the stipulated schedule.
- Process marks as required.

3. Administration

- Comply with all instructions relative to the day-to-day efficient running of the Department and the School.
- Meet all administrative deadlines. Be neat, accurate and clear in all matters of communication and administration.

4. Discipline

- Ensure that pupils know the School's Code of Conduct and to assist in the enforcement of this code.
- Deal professionally and at the first opportunity with all matters of indiscipline.
- Inform the appropriate colleagues of any matters of concern.
- General to assist in the maintenance of high standards of punctuality, behaviour, good manners and dress both in and out of school.

5. Other

- Uphold all regulations and requirements relating to health and safety.
- Assist with the School's extra-curricular programme and to uphold other understandings, for example those currently discussed at interview.
- Carry out other duties and responsibilities as may be reasonably allocated by the Principal.

6. Pastoral Care, Guidance, etc.

- Contribute, where relevant to the professional development of colleagues, including teachers in training and probationers.
- Have the interest of pupils and colleagues at heart.
- Help them whenever possible.
- Bring to the attention of appropriate colleagues matters of concern for the well-being of pupils.
- Do everything possible to maintain the School's claim and reputation - that is a happy, caring community.

Skills and Attributes Required

- Appropriately qualified and successful teacher – registered with/eligible for registration with GTCS (essential attribute)
- Proven ability to relate well to and communicate effectively with pupils, staff and parents

- A collegiate working style with the ability to work well as part of a team
- Understanding and commitment to the Heriot's aims and values.
- Ability to prioritise effectively and to work under pressure and to tight deadlines.