Westbourne House School
CHICHESTER

JOB DESCRIPTION

SUBJECT TEACHER

Responsible for: Classroom teaching, appropriate marking and record keeping, reporting on pupil progress and effective contribution to school standards

Consulting with: Head of Department/Departmental Colleagues

Reporting to: Head of Department/SMT

Responsibilities of Position:

- To contribute in general to the high academic standards and disciplinary ethos of the school
- To contribute specifically to the teaching of the department and or year/form
- To keep up to date with current developments in the subject(s)
- To follow all procedures relating to the testing and assessment of pupils at Key Stages 2, CEE and Scholarship
- To teach according to the guidelines laid down by the School/Department and the requirements of the ISEB Syllabus, National Curriculum and scholarship syllabus
- To ensure that lessons are well prepared, efficiently resourced and appropriate to the ability level of the pupils in question
- To teach pupils of all abilities with commitment, enthusiasm and to a high standard of competence
- To maintain good classroom discipline at all times
- To be punctual in taking classes and to dismiss them promptly when the bell sounds
- To take steps to ensure that pupils arrive punctually and properly equipped for the lesson
- To set regular prep in accordance with School/Department Policy
- To mark pupils work in accordance with School Policy and to keep an appropriate record of marks awarded
- To keep a full and appropriate written record of work covered
- To set and mark tests, assessments and examinations and to actively invigilate and supervise as required
- To complete all relevant pupil profiles and reports as required

- To liaise with colleagues on all matters of common concern regarding pupils and the curriculum
- To ensure that the classroom is an attractive, organised and stimulating working environment with relevant and regularly changed displays

Generic

- Attend all statutory training that is required to work within a School.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education September 2018 (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the posts, including checks with past employers and the Disclosure & Barring Service.