



## TEACHER'S JOB DESCRIPTION

### **Introduction**

This statement of expectations relates to those employed as full-time, half-time or part-time teaching staff, but clearly certain obligations will be reduced in proportion to the load agreed in the terms of employment.

The job of a teacher in an independent boarding school almost defies description; such a community exists all day, every day. The guidelines below, therefore, cannot cover the vast range of contributions which teachers at Box Hill School willingly make to help in the care and education of our pupils.

While some definition is needed, if everybody did only the letter of what is described here, then Box Hill School as we know it would cease to exist. Nevertheless, teachers need to be protected from unreasonable demands and they need reassurance that their colleagues are sharing the burdens.

At the beginning of each term, teachers are asked to enumerate their commitments and are allotted, or may eventually choose, a senior member of staff or line manager to conduct their annual review, called PPR. The reviewer oversees the commitments as listed and can query them. In the event of a teacher feeling that the spirit of this Job Description is being disregarded, all teachers at Box Hill School have access at any time to their reviewer, in the first instance, and, ultimately, to the Headmaster.

### **General**

1. A teacher is appointed by the Headmaster who has the ultimate responsibility for all teaching staff at Box Hill School. Teachers are **expected to carry out all the duties which the HM or his Deputies may reasonably require of them**, within the framework defined in their contract of employment.
2. All teachers are expected to uphold the Teacher's Standards 2012.
3. The primary task of our teachers is to build up Box Hill School as a **community of learners** so that pupils acquire the distinctive values, attitudes, skills and knowledge needed to maximise their potential and make a positive contribution to society. A teacher, therefore, should be familiar with, and support the aims of, the School and its ethos.

4. Teachers are expected to set a personal example to pupils of **good conduct, smart business-style appearance** (according to any code which may be currently stated), **courtesy** and **punctuality**.
5. A Teacher is responsible
  - i. For **upholding all rules**, customs and codes of conduct which may be currently in operation.
  - ii. For implementing the whole-school policies and practice as defined in the various departmental, academic and staff handbooks.
6. Teachers are expected to **contribute to the promotion of the school**, informally to those outside or by more formal participation in the academic or other events such as open days organised for parents, feeder schools or the public.
7. Teachers are required to carry out **regular school duties** in rotation which include: duty staff days including weekends, detention, lesson cover, supervised (private) study periods and invigilation for examinations.
8. Teachers are required to **attend**, unless with the permission of the HM or Deputies, all whole-school or **whole-staff events** as designated. These will include: staff meetings, whole-school church services, assemblies, INSET sessions, parents evenings, open days, Box Hill Day and Speech Day.
9. Teachers are expected to have proper and professional regard for the ethos, practices and mission of the school and to publicly promote and endorse the values and vision of the school as set out by the leadership team and the Headmaster.

## Academic

10. Teachers in their academic role are responsible to their direct line manager, normally their Head of Department. They are required to **carry out the teaching assigned to them** and any such departmental duties which may be reasonably delegated to them. The normal full-time teaching load is **46 55-minute lessons** per fortnight, plus **7 activities** per fortnight. Day staff are expected to contribute a duty evening per week until 7pm to a boarding house or similar, as well as five weekend days per year.
11. Teachers are required to **set regular, appropriate preparatory** and written work for their pupils according to the task system currently operating and at the direction of their Head of Department.
12. Teachers are **required to assess**, correct, grade and report on the work of their pupils. This should be done according to the school systems and deadlines currently operating and at the direction of their Head of Department.
13. Teachers are required to **keep accurate records** of their pupils' attendance, marks and grades.

14. Teachers assigned a particular lab, classroom or teaching area are responsible to their Head of Department for making it a secure, safe, orderly, **stimulating environment** for their pupils to work in.
15. Teachers are expected, and encouraged by their Head of Department, to update and refresh their teaching by **regular in-service training**. The fruits of this should be shared with colleagues as appropriate.
16. It is expected that teachers will have an annual review of their role and functioning within Box Hill School, to discuss their professional development requirements.