



**Thomas's Battersea**  
**Job Description for English Teacher (Maternity Cover)**  
**General Professional Duties**

The General Professional Duties of all teaching staff in the Upper School include:

**1. TEACHING**

- a) Following Schemes of Work prepared by the Head of Department.
- b) Preparation of Medium and Short-term plans in conjunction with the other members of department.
- c) Having high expectations for pupil achievement.
- d) Planning for differentiation to accommodate EAL, SEN and MA pupils
- e) Preparing 11+ and 13+ pupils for both Common Entrance, Scholarship and school specific examinations.
- f) Teaching lessons at the times stipulated on the school timetable.
- g) Maintaining order and good discipline among pupils and safeguarding their health and safety.
- h) Setting and marking of work to be done in school and for homework.
- i) Liaising with the SENCO, regarding pupils with diagnosed or suspected special educational needs.
- j) Providing a stimulating working environment in the classroom.

**2. ASSESSMENT AND REPORTING**

- a) Making regular assessments of pupils' attainment and progress, in line with the systems of the department
- b) Keeping records of pupils' progress.
- c) Assessing and marking internal examinations.
- d) Writing reports on pupils' attainment and progress.
- e) Attending parents' evenings to discuss pupils' progress with parents.
- f) Providing written reports on pupils on request e.g. for applications to senior schools or for school transfers.

**3. PROFESSIONAL DEVELOPMENT**

- a) Periodically reviewing programmes of work and methods of teaching.
- b) Attending courses to develop professional skills.
- c) Attending departmental meetings.

**4. STAFF MEETINGS**

- a) Attending staff meetings to discuss curriculum, pastoral and other matters.

**5. COVER**

- a) Supervising the class of a colleague on short-term absence.

**6. PASTORAL CARE**

- a) Being actively involved in promoting the well-being of pupils.
- b) Providing a role model for pupils in terms of personal standards of conduct, appearance and punctuality.
- c) Reporting any academic or behavioural problems to the Head of Year/Head of School.

- d) Maintaining open lines of communication with parents.
- e) Attending school assemblies and church services
- f) Sharing in the pastoral duties on a rota basis e.g. break and lunchtime duties.

*This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy.*