

**Job Description : Generic / Subject Teacher**

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.

**Line Manager: Head of Department**

**Aims of post :**

- *To support the aims and ethos of the school*
- *To sustain and improve the quality of education offered to the pupils in the school through promoting the highest possible standards in an environment which is conducive to excellence in learning and teaching.*
- *To develop and present the subject in a manner which inspires wonder and a thirst for understanding.*

**Specific Responsibilities**

**CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY**

- To promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact;
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

**GENERAL**

- To ensure appropriate and professional conduct at all times;
- To familiarise yourself with the contents of the School Handbook, including the school's aims and policies and the appropriate departmental handbook and to follow closely the guidance and schemes of work provided in these documents;
- To understand the school's Health and Safety guidance and ensure its implementation;
- To ensure the implementation of the school's 'Behaviour, Rewards and School Discipline Policy';
- To be willing to accompany school trips as required.

**CURRICULUM**

- To undertake the lesson preparation, marking and report writing required to ensure that pupils achieve the highest possible standards and carry out any reasonable subject-related duties assigned by your Head of Department;
- To participate in the development of the department and to contribute to the departmental development plan;
- To monitor the progress of all pupils taught, including those with specific needs e.g. SEND, G&T and EAL;
- To ensure that curricular records are kept and reports written;
- To ensure that Health and Safety issues are properly understood and procedures are followed effectively and consistently.

**PROFESSIONAL DEVELOPMENT**

- To undertake the role of a form teacher as described in the Form Teacher Job Description if requested;
- To attend relevant in-service training each year, after obtaining the consent of your Head of Department and the Deputy Head (Academic);
- To complete a professional development annual review form each year, in discussion with your Head of Department and the Headmistress in accordance with the Staff Development Policy;

	<ul style="list-style-type: none"> <li>To undertake such training as may be reasonably required by the school to enable you to adapt to the changing requirements of the school and your role or as may be necessary to fulfil the school's statutory or regulatory obligations.</li> </ul>
<b>WORKING HOURS</b>	<p>It is difficult to quantify the hours which any individual teacher may devote to their work in order to discharge their professional duties effectively. However, guidance to working hours within school is as follows:</p> <ul style="list-style-type: none"> <li>Full-time teaching staff should arrive at school by 7.40am each morning;</li> <li>Staff may leave school after 4.30pm provided that they are not required for any meetings, cover supervision or another duty and that they have signed out;</li> <li>Staff should normally vacate the school buildings by 7.00pm at the latest each evening;</li> <li>Staff may work in the school outside of normal working hours but they must seek permission from the Deputy Head and ensure that the school caretaker in charge and the receptionist are informed of their presence;</li> <li>All teaching staff are required to be in school for the <b>staff days</b> at the beginning and end of each term as requested.</li> </ul>
<b>ADDITIONAL GUIDANCE FOR PART TIME STAFF</b>	<p>Part –time staff should:-</p> <ul style="list-style-type: none"> <li>Attend at all times designated on their Timetable, whether the class is present or not;</li> <li>Attend departmental meetings when normally in school;</li> <li>Attend staff meetings when normally in school for that afternoon;</li> <li>Be present at Parents' Evenings and important functions out of school hours, e.g. Speech Day, Summer Concert, etc.;</li> <li>Be in school on the last day of term, unless given specific permission by the Headmistress not to be present;</li> <li>Seek permission for any variation to the above from the Deputy Head (Academic) and Head of Department.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>No member of the teaching staff may undertake private coaching of any St James pupil without specific permission from the Headmistress.</li> <li>Full details of the terms and conditions of employment, sickness and maternity benefits, disciplinary and grievance procedures are to be found in the Employment Manual.</li> </ul>

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.