PALMERS GREEN HIGH SCHOOL

GENERAL JOB DESCRIPTION

MEMBER OF THE TEACHING STAFF

Purpose of the Job: To be an effective teacher within the department in accordance with departmental guidelines and School policy, and to contribute to the pastoral and extracurricular life of the School.

Accountability: The Headmistress.

The following items are included in the professional duties that a school teacher may be required to perform under the reasonable direction of the Headmistress.

1. Teaching

Having regard to the curriculum for the School:

- planning and preparing courses and lessons;
- teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in School and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils; and
- organising and participating in extracurricular activities.

2. Child Protection

- as an individual agreeing to uphold the School's commitment to child protection and safeguarding as outlined in the PGHS Child Protection and Safeguarding Policy and such general guidance as has been issued by other agencies regarding safeguarding;
- participating in training sessions on child protection and safeguarding; and
- ensuring that all activities undertaken as a teacher at PGHS are in line with the School's Child Protection and Safeguarding Policy.

3. Other Activities

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
- providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;
- making records of and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils as directed by the Headmistress;
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed in before, during or after school sessions;
- communicating and cooperating with persons or bodies outside the School;
- participating in meetings arranged for any of the purposes described above; and
- contributing, wherever appropriate, to the wider life of the School.

4. Assessment and reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

5. Staff Review

Participating in arrangements made by the School for the Performance Appraisal of her/his performance and that of other teachers.

6. Further training and development

- reviewing from time to time her/his methods of teaching and programmes of work; and
- participating in arrangements for her/his further training and professional development as a teacher.

7. Educational methods

Advising and cooperating with the Headmistress and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

8. Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.

9. Staff meetings

Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

10. Cover

Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

11. Public examinations (Senior School only)

- participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and
- participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.

12. Management

- contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and initial teacher training;
- coordinating or managing the work of other teachers; and
- taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

13. Administration

Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.

14. General

To undertake such other tasks as determined by the Headmistress relevant to the work of the department or the needs of the School, as they may arise.

May 2019