TRURO HIGH SCHOOL
Girls First

JOB DESCRIPTION

Senior School Classroom Teacher

Responsible to: Head of Faculty

Purpose of the role:

Teachers should positively contribute to raising standards of attainment and achievement for all pupils at Truro High School through providing high quality teaching and high quality support and guidance to all pupils in their care, through utilising their skills, talents, knowledge and expertise and through setting a positive example in their own professional behaviour.

Teachers are responsible to the Headmaster via the management structure of the school. They are expected to co-operate within curricular, pastoral and management teams to meet the general aims and objectives of the School, in line with the School Development Plan.

Teachers should refer to separate job descriptions for more specific detail on particular responsibilities such as promoted posts.

Duties and Responsibilities:

General

- To be fully supportive of the ethos and culture of the School, which is encapsulated in our Mission Statement and in our Aims and Objectives.
- To co-operate with colleagues in sharing knowledge and experience.
- To undertake a range of general duties to enable the smooth running of the School.
- To adhere to and support School Policies
- To contribute fully to the programme of co-curricular activities for pupils.

Academic Teaching

- To know subject matter thoroughly and to plan and prepare courses and lessons appropriate to the individual needs and abilities of all pupils.
- To prepare pupils appropriately for external examinations.
- To teach according to pupil's educational needs including the setting and marking of work in accordance with the policies of the department.
- To demonstrate that on-going planning reflects effective monitoring of the progress of each individual pupil.
- To assess, record and report on the development, progress and attainment of pupils in accordance with the school policy.
- To keep appropriate records in accordance with School policy and practice within the School.
- To provide data and information regarding all aspects of the progress of all pupils you are assigned to teach in order to contribute to pupils' regular monitoring.

- To work effectively with support staff and the Study Support Department.
- To attend parents' evenings as a part of monitoring and reporting process of the School.
- To make a full contribution to the work of the departmental team.

Welfare of Pupils

- To provide high quality support, guidance and advice to pupils on educational and social matters and make records and reports in accordance with the School policy and practice.
- To encourage and maintain high standards of behaviour and discipline in order that effective learning can take place and good relationships can be formed within the School community.
- To follow the School's procedures where pupils fail to co-operate with our expectations.
- To provide high quality support, guidance and advice to pupils on further education and future careers and make records and reports in accordance with School policy and practice.
- To contribute to ensuring the Health and Safety of all pupils through managing and supervising their safety at all times including coming in and leaving the School, moving between lessons and break and lunch times.
- To communicate and consult with parents in accordance with school policy and practice.

Resources and Administration

- To manage classroom resources effectively and maintain in good quality condition.
- To prepare high quality resources appropriate to raising standards.
- To take part with colleagues in developing the quality of learning areas within the School.
- Maintain the fabric of classroom and department areas including updating display work.
- Assist the Head of Faculty in managing departmental resources.

Professional Development

- To develop subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support pupils in achieving high standards.
- To work in co-operation with colleagues in the sharing of knowledge and experience.
- To participate in the staff induction and appraisal programmes.
- Attend assemblies, staff meetings, INSET training as and when necessary.
- To take responsibility for ongoing development in your role as a teacher at Truro High School.

Tutoring

- To act as a lead tutor or back-up tutor for a form.
- To meet deadlines and perform efficiently any administration role that is associated with the teaching or Form Tutor role.
- To deliver the PSHE curriculum according to the published timetable.
- To ensure an accurate record of attendance is maintained.
- To monitor tutees academic progress.

- To proofread reports and chase missing reports for tutees, and to produce tutor reports.
- To support tutees in academic and pastoral matters and to follow up on concerns, including liaising with the Deputy Head Academic and Deputy Head Pastoral as required.
- To act as a referee for tutees.
- To encourage tutees to participate fully in the life of the School.

Additional Duties

- To externally market and promote the School through the subject area by contributing to the local community or contributing to the school newsletter.
- To supervise lunch in the dining room on a rota with other members of the teaching staff.
- To supervise Homework Club and Boarders' Prep on a rota with other members of teaching staff.
- To perform other reasonable duties as required from time to time by the Headmaster (including attendance at Open Day, School Carol Service, Founder's Day and Speech Day).

Date: January 2016