

## Job Description

### Teachers and Tutors

Teachers are responsible to their Head(s) of Department for the teaching of their subject(s), the delivery of the curriculum and all aspects of their work in the Department. They are accountable to the Head, via their Head of Department, for the examination results of their pupils.

All the staff who act as tutors are responsible to the Head Master for the pastoral care of their form.

In addition, staff are responsible to the Head (via their Head of Department in the first instance) for their other areas of professional involvement in the School.

Staff carry responsibility for the following areas:

**Teaching:** Staff are accountable for the quality of learning in their lessons and they are responsible for:

- Planning and preparing lessons
- To ensure appropriate resources are well-maintained, updated and available to all pupils
- Setting and marking classwork, homework, coursework and examination scripts
- Assessing and recording the development, progress and achievement of their pupils and reporting on these areas
- Encouraging and challenging pupils of all levels of ability
- The general welfare and individual needs of pupils in their class
- Class management in order to maintain good order and behaviour in lessons and tidiness in classrooms
- To maintain an attractive, stimulating and welcoming classroom environment
- To mount and create lively displays and to ensure that every child's output is valued and represented
- Health and Safety in their classrooms as detailed in the School's Health & Safety Manual
- Liaison with parents and tutors
- Attending Parents' Evenings

**The Department:** Staff are responsible as members of the Departmental Team for:

- Attending departmental meetings
- Drawing up syllabuses, risk assessments, schemes of work and internal examinations
- Moderating coursework
- The learning environment in the Department and the display of pupil work
- The organisation and use of resources
- Promoting the work of the Department, including running and attending departmental clubs and societies, taking part in trips and field work
- Attending and participating in INSET

**The Tutor Group:** As tutors, staff are responsible for:

- The use of form and tutorial period time, including Registration and appropriate administration
- Attending Assembly with their form, and organising their form's Assembly
- Co-ordinating information on the academic, extra-curricular and pastoral programme of their pupils and liaising with subject teachers, Heads of Department and parents

- Maintaining records and files, including the Record of Achievement
- The administration of form reports and their own summative report
- Encouraging individual members of the form in their extra-curricular activities
- Delivering the appropriate PSHE course (or its equivalent)
- Organising and attending Parents' Evenings
- Attending Tutor Meetings
- The condition of the form room and appropriate displays in it

**Extra-curricular Activities:** All staff play an active role in extra-curricular activities and are responsible for:

- The administration of the activity, including the co-ordination of dates in the School Diary
- Ensuring that all safety requirements are met and proper procedures followed (see the School's Health & Safety Manual), including producing risk assessments
- Ensuring that all pupils are able to contribute to and benefit from the activity
- Liaison within the School (including the Bursar) and parents

**School-wide:** All staff share responsibility for the good running of the School by:

- Setting an example to pupils and maintaining high professional standards at all times
- Maintaining and promoting the reputation of the School
- Providing cover for absent colleagues
- Participating actively in the rotas of duties
- Maintaining standards of pupil behaviour and discipline at all times
- Invigilating internal and public examinations
- Setting, marking and invigilating Entrance Exams

The above list is not intended to be exhaustive and details of the terms and conditions of employment at St George's are to be found in the Staff Contract.