

### **Job Description: Teacher (The Walled Garden)**

The following Job Description covers the principal tasks required of classroom teachers in the Walled Garden. It is not necessarily a complete list of everything required for the full professional discharge of duties.

1. Teach classes and subjects as assigned by the Head of the Walled Garden at the start of each term.
2. Ensure that a variety of teaching and learning strategies are employed during the course of a term.
3. Ensure that planning shows proper differentiation so that all pupils can make suitable progress.
4. Assess pupils regularly in accordance with The Walled Garden and Sandroyd policies.
5. Set work for lessons when anticipated absence takes place.
6. Teach children according to their needs, including setting and marking of work. Regularly assess, record and report individual development, progress and attainment of pupils.
7. Prepare pupils for entry to the Prep School as directed by the Head of the Walled Garden
8. Complete reports according to School guidelines.
9. Engage pupils to use ICT where appropriate, to enhance their skills.
10. Maintain notes on PASS.
11. Be responsible for displays in the classroom and around The Walled Garden.
12. Undertake duties such as play and lunch supervision, assemblies, after school club and parents' consultations
13. Support staff during the production of The Walled Garden and Sandroyd events such as Book Week, Nativity, Sponsored Bike Ride, Showcase.
14. Attend school both before the start of term and after the end of term for Inset, planning meetings etc., and to be at school by 8.00a.m.
15. Potentially take a late club once a week and/or undertake a boarding duty as directed by the Head of the Walled Garden.
16. Attend school both before the start of term and after the end of term for planning and inset training
17. Communicate with parents, both formally (parents' consultations) and informally (daily arrival/departure)
18. Accompany children on activities outside the classroom led by other teachers e.g. games/P.E. and swimming
19. Organise outings/visitors beneficial to children's development; drive minibus or school cars on outings

### **PASTORAL CARE**

1. Communicate with the Head of the Walled Garden any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any child at Sandroyd and The Walled Garden.
2. Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
3. Report accidents and any near misses to sister/bursar as well as the Head of The Walled Garden

## **PROFESSIONAL STANDARDS**

1. Periodically review own teaching methods, plans and outlines of work.
2. Undertake regular mutual lesson observations as directed by the Headmaster and Head of Walled Garden
3. Attend daily Staff Briefing and all relevant staff meetings, as well as INSET
4. Support and maintain loyalty to the School at all times both during and outside school hours.
5. Help develop the School's ethos, aims, values and standards.
6. Attend School functions as requested – including parent/teacher meetings.
7. Be punctual for all lessons and meetings and try to end lessons promptly as a consideration to other members of staff.
8. At all times set a good example to pupils by following the guidance in the Staff Handbook and reinforced in the Policy File.
9. Ensure that the standard of dress for work is in accordance with our school policy.
10. Ensure that rooms are tidy and that chairs are pushed under desks at the end of each lesson.
11. Undertake non-teaching duties, including boarding duties, in accordance with posted duty rotas, daily notices or general expectations as outlined in the Staff Handbook and Policies File.
12. Read and understood the school's Child Protection Policy, Anti-Bullying Policy, Code of Conduct and Staff Handbook.
13. Ensure that all pupil activities are carried out in a safe manner, that all risk assessments are completed for identified hazards and control measures are put in place to reduce risks to an acceptable level.

The post holder is initially responsible to the Head of the Walled Garden and ultimately to the Headmaster for the fulfilment of these duties.

Headmaster \_\_\_\_\_

Member of staff \_\_\_\_\_

Reviewed April 2017 ABS

For Review before September 2018