



Talbot Heath

Independent School for Girls aged 3-18

HONOUR BEFORE HONOURS

STANDARD JOB DESCRIPTION FOR TEACHERS

PROFESSIONAL DUTIES

The following duties shall be deemed to be included in the professional duties which a school teacher may be required to perform:

Teaching

- 1 (a) planning and preparing courses and lessons;
 - (b) teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
 - (c) assessing, recording and reporting on the development, progress and attainment of pupils;
 - (d) helping to maintain a stimulating classroom environment with suitable displays
- in each case having regard to the curriculum for the school.

Other Activities

- 2 (a) promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her having particular regard to School Policy documentation concerning Safeguarding Children in Education
- (b) 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 relevant records and reports;
- (c) making records of and reports on the personal and social needs of pupils;
- (d) communicating and consulting with the parents of pupils and governors;
- (e) communicating and co-operating with persons or bodies outside the school;
- (f) participating in meetings arranged for any of the purposes described above;

Assessments and reports

- 3 providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Review

- 4 participating in arrangements made in accordance with the school's programme of teacher review.

Further training and development

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

Educational methods

- 6 advising and co-operating with the headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, health and safety

- 7 maintaining good order and discipline among the pupils and safeguarding their health and safety in accordance with the school's Health and Safety Policy, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff Meetings

- 8 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;

Cover

- 9 supervising pupils whose teacher is not available to teach them: such duties to be fairly allocated among the staff having due regard to their relative workloads.

Public Examinations

- 10 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;

Management

- 11 (a) contributing to the selection for appointment and professional development of other teachers and non-teaching staff; including the induction of new teachers;
- (b) helping to co-ordinate the work of other teachers;
- (c) taking such part as may be reasonably required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

- 12 (a) participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials;
- (b) attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Key Duties Relating to the Music Department

- a) To provide a broad and stimulating musical education across the entire age range of the school (5 to 18) in line with the requirements of the National Curriculum.
- b) To encourage and develop a wide range of musical skills within the pupils, both academic and practical
- c) To lead a regular and varied programme of concerts, both in and out of school, in which pupils take an active part. These include
- Informal Lunchtime Concerts
 - Carol Services
 - Spring Concert
 - Advanced Soloists Concert
 - GCSE Musicians Concert
 - An annual Pop Concert
 - Various Junior School Concerts
 - Annual participation in Young Voices Choir at the O2 in London
- d) To ensure that pupils are well prepared and rehearsed in advance of these events
- e) To offer as full a range of extra-curricular musical activities as is possible in which pupils may develop the skills necessary for ensemble performance.
- f) To provide practical musical assistance and advice to other school departments in their preparation of plays and productions

PROFESSIONAL DUTIES AS DIRECTOR OF MUSIC

In addition to the standard teacher's job description the Director of Music is also responsible for :

- The development of faculty subjects throughout the school, ensuring that each pupil is positively encouraged to develop her potential to the full.
- Monitoring the faculty to ensure that all subjects are taught and assessed in line with recognised schemes of work and school policies

Specific responsibilities include:

- Planning, implementing and reviewing the effective teaching of faculty subjects within the framework of the National Curriculum, where appropriate.
- Ensuring that assessment [including the setting of school examinations] is regular, thorough and in line with school policy.
- Ensuring that full records of work done by members of the faculty and pupils are kept.
- Performance Management of staff within the faculty, including staff development and training as appropriate.
- Holding frequent and regular faculty meetings as may be appropriate.
- Preparation of the faculty handbook in accordance with school policy
- Co-operating with the Senior Management Team in developing links with feeder schools and local employers.
- Liaising with the Senior Management Team in all matters concerned with the timetable and curriculum.
- Future development of subjects within the faculty.
- Estimating the annual faculty budget and keeping the faculty within its budget.
- Ensuring that the stock and equipment is regularly updated, is well cared for, and economically used.
- Supervising the work of support staff where appropriate
- Safety of pupils and staff in accordance with the school's Health and Safety Policy
- Appointing SEN link teacher for the faculty and monitoring the faculty's compliance with the school's SEN policy
- Ensuring that the faculty rooms present a stimulating learning environment
- Organising public examination entries with the Examinations Officer.
- Organising setting arrangements within the faculty where appropriate.
- Contributing to school entrance procedures as appropriate
- Establishing formal links with Talbot Heath Junior School to ensure logical curriculum progression between Key Stages 2 and 3 and tracking of pupil progress across the Key Stages.
- Participating as a member of the Management Team in the efficient running of the school.