



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.