

Job Description

PROFESSIONAL DUTIES

PREPARATORY SCHOOL TEACHER

1. Teaching

You are expected to teach the classes assigned to you by the Headmaster. This will involve at least the following:

- (a) planning and preparing all courses and lessons that you teach
- (b) teaching the pupils in every period shown on your timetable except by arrangement
- (c) demonstrating in your planning and teaching a commitment to differentiation
- (d) setting and marking prep as shown on the prep timetable
- (e) setting and marking examinations as appropriate
- (f) assessing, recording and reporting on the development, progress and attainment of all the pupils whom you teach and demonstrating the necessary planning which supports this.

2. Other academic duties

You are expected to do the following:

- (a) attend Departmental meetings, seminars, symposia and INSET (whole-staff or Departmental) as arranged
- (b) attend whole-staff meetings as arranged
- (c) report to parents on the progress of each pupil you teach by way of written reports and in person either at individual times as requested by parents or at Parents' Evenings
- (d) in general, promote the academic performance, progress and well-being of every pupil you teach
- (e) provide guidance as requested on academic matters
- (f) fulfil the necessary academic administration for your subject.

3. Pastoral duties

In the Pre, the Headmaster appoints members of staff to posts of special responsibility (eg Housemaster, Assistant Housemaster etc) and there are special contractual arrangements or job descriptions for such posts, issued separately.

Otherwise, all teachers in the Pre School are attached to one of the Houses as a Tutor, unless they have been asked to perform School Duties of a supervisory nature.

The Headmaster ensures that the pastoral duties are of an equitable nature and if you have any concerns over this you should discuss this with him.

4. Games and after-school Activities (known collectively at Clifton as co-curricular activities.)

- (a) you are expected to make at least a reasonable contribution to co-curricular activities, which at Clifton are seen as part of the education which we offer
- (b) your contribution to these activities will be assessed annually as part of the formal Appraisal process. Inevitably there will be considerable variation in the amount of time individual teachers can contribute.

5. Other duties

- (a) in addition to your teaching timetable, you may be asked to cover periods for colleagues who are absent for any reason. This is known as the "stand-by timetable" and is based on the real Teaching Timetable. The requirement is simply to supervise the class and not to teach it unless qualified to do so.
- (b) if your timetable is for any non-specific reason lighter than the norm, you will be expected to teach "support" lessons to individual children if qualified and if appropriate, or to support lower ability children within the classes of a colleague
- (c) you are expected to attend Morning Assemblies unless you are "free" first period, and Pre Sunday Chapel Services, normally three per term
- (d) you are expected to attend House Assemblies as a tutor, Commemoration Service and speeches, and other events, and similar important school functions.
- (e) you are expected to carry out other reasonable duties as requested by your line manager, or the Head Master.

6. Child protection, discipline, health and safety

- (a) you are responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- (b) you are expected to maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the College premises and when they are engaged in authorised school activities elsewhere.
- (c) adhere to the College Health and Safety Policy and all associated requirements, to help ensure your safety, as well as the safety of those affected by what you do (or do not do).