**Line Manager:** Head of Faculty. The post holder is accountable to the Head for teaching and other duties.

**Objective of the role:** To develop the academic, creative, social, physical, and moral capability of all pupils so that each realises his/her potential. To undertake the teaching, pastoral and administrative duties in respect of Rydal Penrhos School pupils and specifically for this year:

**RESPONSIBILITIES AND KEY TASKS**

**A PLANNING, TEACHING AND CLASS MANAGEMENT**

* To participate in the development of schemes of work and materials for use in the academic and pastoral teaching programme
* To prepare lessons thoroughly and review regularly for content, presentation, relevance, and quality, and to set assignments, mark work promptly and keep appropriate records
* To ensure that teaching content, methods and resources are appropriate, varied and differentiated in order to meet the learning styles and abilities of all pupils
* To display pupils’ work in the teaching room and around school clearly and effectively in such a way as to promote learning and pupil esteem
* To provide a stimulating classroom environment where resources can be accessed appropriately by all pupils
* To use positive and effective class management strategies in order to ensure that pupils are not distracted from learning by the activities of others whilst equally encouraging natural lively curiosity
* To lead, organise and direct any support staff effectively within the classroom to ensure optimum learning outcomes for pupils
* To liaise with members of the Learning Support Department regarding the progress of individual pupils and take into consideration any PDPs when planning lessons
* To check Exam entries relevant to the classes they teach
* To comply with all JCQ examination requirements

**B MONITORING, ASSESSMENT, RECORDING AND REPORTING**

* To encourage individual progress by praising positive performance and the use of constructive marking and evaluation of pupils’ learning to set individual targets for improvement.
* To keep appropriate and efficient records, integrating formative and summative assessment
* To prepare and present clear and informative reports for parents.
* To attend appropriate parent consultations, reporting effectively to parents.
* To pass on relevant academic and pastoral information to other teachers during the year.

**C OTHER PROFESSIONAL REQUIREMENTS**

* To establish effective working relationships with all members of the school community and set a good example through personal presentation and professional conduct
* To contribute towards the process of planning and implementation of the School Development Plan, supporting initiatives
* To operate within the policies and practices of the school
* To carry out supervisory duties as required and maintain good order and discipline amongst pupils, in accordance with the school’s behaviour policy
* To attend morning chapel, unless excused by the SLT
* To attend and participate in all meetings as required, including weekly staff meetings
* To participate in the appraisal arrangements and take responsibility for own professional development and duties in relation to the school policies and practices, (recording professional reviews and CPD activity on BlueSky)
* To maintain personal high standards of academic excellence by keeping up to date in subject matter and contemporary thought
* To communicate and co-operate with specialists from outside agencies
* To support the boarding community by assisting with supervisory duties and some weekend activities
* To offer at least two extra-curricular activities
* To take on any additional responsibilities which might, from time to time, be determined
* If a Form Tutor, to carry out all duties as set out in the staff handbook
* To carry out all other reasonable duties commensurate with the post

*This job description may not be a comprehensive definition of the post. It may be amended at any time, following discussion with the Head. It will be reviewed annually. (Teachers are required to reflect regularly upon the Welsh Government’s ‘New professional standards for teaching and leadership, September 2017)*

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

**I confirm that I have read and understand the responsibilities associated with this role**

|  |  |
| --- | --- |
| **Signed ..............................................****Print name .......................................****Dated ...............................................***(Post holder)* | **Signed ..............................................****Print name .......................................****Dated ...............................................***(Line Manager)*  |