

## Teaching Post Job Description

The role of the classroom teacher is crucial within the school. The importance of the quality of teaching and its impact on student learning cannot be underestimated. Without good quality planning, preparation and teaching, the students of the school cannot learn effectively and maximise their achievement.

All teachers at Carshalton High School for Girls are expected to support effectively the work of the department, and to work to the direction of the Faculty or Curriculum Leader.

### Aims

The aims of this post are to:

- Foster high achievement and excellence in the subject
- Maximise student achievement
- Promote the work of the department.
- Support the delivery of the school's aims

### Job Description

General responsibilities are to:

- Carry out the general duties and responsibilities of a professional school teacher, as contained in the STPC document, published annually
- Implement whole school and department policies
- Take part in scheduled meetings with colleagues and parents, in accordance with the school's published calendar
- Undertake break duties in accordance with published rotas, and other reasonable duties as required
- Cover for absent colleagues in accordance with the school's policy and procedures
- Participate in whole school and department arrangements for INSET and professional development.
- Undertake responsibility for personal professional development
- Organise and offer enrichment/extra-curricular activities for students
- Implement the school's systems involving the support and inclusion of students
- Use the Staff Information File and whole school policy documents to ensure that necessary systems and procedures are observed consistently across all staff
- Work to the reasonable direction of the Curriculum Leader, SLT and the Headteacher
- Undertake the school's systems of Performance Management
- Keep up-to-date with wider educational developments

### **Responsibilities in relation to students are to:**

- Plan and prepare lessons for all assigned classes, including lesson plans with clearly identified aims and learning outcomes
- Teach students according to their educational needs, using differentiated materials, IEPs where relevant, EAL plans and other relevant information
- Mark work regularly, in line with the whole school marking and feedback policy
- Set homework regularly, according to the school's homework policy, and mark it appropriately
- Keep records of students' attendance and complete tracking information as appropriate
- Keep records of classwork and homework undertaken
- Maintain good order and behaviour among students, taking appropriate action and passing information to relevant colleagues, in line with the whole school Good Behaviour and Attendance policies.
- Contact parents by letter or telephone at an early stage, to pre-empt problems with students wherever possible, liaising with the Form Tutor or Year Leader, as appropriate, and meeting parents/carers with them where necessary
- Follow good Health and Safety practice in order to safeguard the welfare of students, reporting any issues of concern as appropriate.
- Be aware of the responsibilities of a classroom in relation to Safeguarding, ensuring procedures are followed and matters reported, should any concerns arise

### **Responsibilities in relation to the curriculum are to:**

- Participate in the planning, review and evaluation of schemes of work under the direction of the Curriculum Leader
- Share in the department's work on curriculum development with regard to courses of study, methodologies and teaching materials
- Ensure that lesson plans are properly undertaken, in line with the department schemes of work
- Take responsibility for the best use of resources allocated by the Curriculum Leader, ensuring that there is no wastage
- Participate in internal and external examination and assessment programmes
- Participate in the school and department assessment arrangements
- Communicate with parents/carers with regard to students' academic progress, including progress reviews, writing reports, attending Parents' Evenings etc
- Take appropriate responsibility for the teaching room(s) used with regard to good display and appearance, good order, health and safety, and security of equipment
- Keep up-to-date with developments in the subject area and take action accordingly
- Take on the role of Form Tutor as appropriate.