

THE HENRIETTA BARNETT SCHOOL

Job Description for all Teachers at HBS

In your academic work, you are directly responsible to: Subject Leader

Under the direction of the Head, you are employed to support the ethos of the School and to carry out its aims and policies and perform your professional duties, as a class teacher and, where appropriate, as a tutor according to the requirements of the current Teachers' Pay and Conditions Document.

GENERAL DUTIES

- to provide guidance and advice to pupils on educational and social matters and on their further education and careers, including information about sources of more expert advice; to make relevant records and reports
- to promote the general progress and well-being of individual pupils and of any class or group
- to communicate and consult with parents
- to communicate and consult as required with outside agencies who have legitimate business with the school
- to attend meetings associated with the above
- to co-operate with the Governors
- to fulfil a pastoral role according to the agreed guidelines
- to carry out supervisory duties as required
- to maintain high standards of timekeeping
- to attend assemblies unless directed otherwise or unless an agreement has been made with the Head
- to cover the classes of absent colleagues when required to do so within reasonable limits

TEACHING

- to take an active part in the work of the Department and support the learning experience of students through participation in Department meetings,
- to plan/prepare lessons and contribute to the development of appropriate materials and schemes of work and examinations
- to maintain specialist expertise, taking advantage of INSET
- to teach the pupils allocated to her/him in accordance with the agreed syllabus, using the teaching strategies and methods formulated within the Department, according to the educational needs of the pupils assigned to her/him, including the setting and marking of pupils' work.
- to set and assess homework according to the policy of the School and the department
- to participate in the School's programme of monitoring and self-review
- to assess, record and report on the attendance, development, progress and attainment of pupils
- to maintain sound discipline in the classroom
- to encourage and promote the confidence of pupils at all times
- to prepare the pupils for public examinations
- to work closely with the Head and other staff in all areas of teaching