



KENSINGTON WADE

Job Role: Teacher
Job Purpose: To teach all classes for which you are timetabled
Responsible To: Head

Main Areas of Responsibility

Teaching and learning

- a. To undertake teaching as directed by the head (amounting to no more than 90% timetable)
- b. To prepare lessons and deliver the curriculum in a manner appropriate to the age and ability of the pupils concerned, following the agreed syllabus or scheme of work.
- c. To keep records of attendance for each class taught.
- d. To ensure good order prevails in the classroom so that learning can take place.
- e. To set and mark homework assignments in accordance with the published homework timetable and agreed school procedure.
- f. To contribute to the school's system of assessment of pupils including where applicable the setting, marking and moderation of tasks, test and examinations.
- g. To participate with Head and other colleagues in the development of appropriate syllabuses, materials and schemes of work.
- h. To inform the Head and other colleagues of pupils for whom the syllabus is not sufficiently demanding or too demanding.
- i. To keep up with developments in relevant curriculum areas.
- j. To keep records of books and other resources issued.
- k. To be aware of and play an appropriate part in implementation of all school policies, as described in the Staff Handbook, including regulations relating to safety.
- l. To participate in the school's system of reporting on pupil progress and behaviour at appropriate times.
- m. To participate in appropriate meetings with colleagues and parents.
- n. To carry out a share of supervisory duties and cover arrangements in accordance with published rotas.
- o. To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.
- p. To attend assemblies and other formal occasions as required.
- q. To participate in the appraisal system.

- r. To perform in accordance with any directions which may reasonably be given to you by the Head from time to time, such particular duties as may reasonably be assigned to you.
- s. To support the extra-curricular life of the school.

Pastoral Care

- a. To help with lunch and break supervision of pupils.
- b. To uphold the Code of Conduct and Rewards and Sanctions policy through effective delivery of its aims.
- c. To guide and support pupils in their personal, emotional and social development.
- d. To promote and model positive behaviour in all teaching areas.

Communication

- a. To establish and maintain a positive relationship to foster links between home and school.
- b. To be aware of confidential issues linked to home/pupil/school/teacher.
- c. To work collaboratively with colleagues to meet the needs effectively of all pupils.
- d. To communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.
- e. To liaise with parents regarding the effective sharing of information regarding the collection of pupils.

Pastoral Care

- a. Assisting with pupils who are unwell or otherwise distressed, and taking to hospital or for other emergency treatment if required; administering first aid once qualified to do so.
- b. Upholding the school's Code of Conduct and Rewards and Sanctions policy through effective delivery of its aims.
- c. Being aware of confidential issues linked to home/pupil/school/teacher.
- d. Working collaboratively with colleagues to meet the needs effectively of all pupils.
- e. Communicating concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.
- f. Cover for absent colleagues as and when required.

Training and Development of Self

- a. Regularly reviewing own practice, setting personal development targets and taking responsibility for own continuous professional development.
- b. Attending relevant INSET courses.

All school staff are expected to

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Support and contribute to the school's responsibility for safeguarding students.
- c. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- d. Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- e. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- f. Adhere to policies as set out in the staff handbook.

- g. Develop strong, positive relationships with colleagues, and contribute to collaborative work across the school
- h. Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Teaching hours: 15% non-contact time per week for planning, preparation and administration

January 2020