

All Teachers

Teaching, Assessing & Reporting

1. Carry out teaching duties in accordance with the school's schemes of work and/or the prescribed syllabuses for 11+, 13+. GCSE and A Level.
2. Encourage the *habit of curiosity* in all pupils and at every opportunity.
3. Liaise with teaching staff to deliver units of work in a collaborative way.
4. Liaise as appropriate with the Learning Support department.
5. Set appropriate targets for student attainment levels.
6. Set and mark work for students absent from school.
7. Demonstrate good practice in the teaching areas of responsibility.
8. Keep a record of pupils' work (in a single location).
9. Mark and return work within agreed time span, providing feedback and targets.
10. Provide assessment reports on pupil progress, as requested by the Headmaster.
11. Liaise with parents and attend Parents' Evenings and Open Days.

Standards

12. Understand the aims and ethos of the school, and to ask the Headmaster if these are not understood.
13. To be aware of oneself as a role model to pupils, and thus to set a good example in terms of dress, personal hygiene, punctuality and attendance.
14. To understand and implement the school's Safeguarding and Child Protection Policy.
15. To smile and to be a generally genial presence in the School.
16. To attend morning briefing in the Common Room at 8.25 am.
17. Attend and participate in Open Evenings and student performances (e.g. plays and concerts).
18. Actively uphold the school's behaviour and dress code. Ensure that students do not run inside the building and that pupils move around with due decorum.
19. Participate in staff training and attend INSET days.
20. Attend weekly staff meetings, as well as committee and team meetings as required.
21. To embody the school ethos (as outlined on the website and in the *Almanack*) in all deeds and words.
22. To encourage form unity and loyalty in order to ensure that no child feels isolated or insecure.
23. To praise actively and publicly examples of good behaviour, particularly with respect to consideration for other pupils and for property.
24. To keep the classroom tidy and interesting and to ensure that his or her own workspace is tidy and clear at the end of each day.

25. To be familiar with school policy and to keep an eye on the Common Room notice board for any changes or announcements.
26. Acknowledge and/or respond to a parent's email within two working days (at the latest). It is expected that the vast majority of emails will be answered within 24 hours.
27. To be dependable and reliable at all times and to be able to prioritise work.
28. To be aware of him/herself as a member of the school and therefore to seek to implement its policy at all times, in or out of the classroom, and to maintain its standards of behaviour for staff and pupils at all times.
29. To address any issues or grumbles to the Headmaster *in the first place*, rather than let them fester. Constructive feedback is always welcome, though please present your issue not as a 'moan' but as an 'observation', preferably accompanied with a suggestion as to how the situation might be remedied.

As an Enthusiast

30. A schoolmaster is far more than a classroom teacher and a tutor, and the School expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the life of the school depends upon teachers who, for example, coach games, direct plays, support and organise society meetings, and take children on trips to concerts and the theatre locally and in London.