



# Job description

Reviewed & Updated 11/2020  
For review September 2021

## Teacher

**Responsible to the Head of Department**

### General Responsibilities

- To ensure that the School delivers the School Vision in relation to providing the highest standard of teaching and learning.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards of work and conduct.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description.
- Take a shared responsibility for promoting and safeguarding the welfare of all pupils.
- Contribute to ongoing school improvement through active participation in staff and team meetings.

### Specific responsibilities

#### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils' you teach.
- Be aware of pupils' capabilities, their prior knowledge and set appropriate, challenging targets based on this knowledge.
- Pitch lessons appropriately to demonstrate high expectations for all pupils, and differentiate appropriately, demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs, more able, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting the development of 21st century skills, including high standards of numeracy and literacy and the correct use of spoken English (whatever your specialist subject).
- Use an appropriate range of lesson observations, assessment, monitoring and recording strategies as a basis for setting goals and learning objectives that stretch and challenge pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.

- Give pupils regular feedback, both orally and through accurate marking, (where appropriate) and encourage pupils to respond to the feedback, reflect on progress, and to take a responsible and conscientious attitude to their own work and study.
- Create a stimulating and attractive learning environment, changing displays on a regular basis to celebrate the learning and achievement of pupils.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Plan out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations, assessments, parent consultation meetings and reporting to parents in accordance with school policy.
- To organise resources and equipment in an appropriate manner, ensuring children can access them and taking due care of health and safety considerations.
- Promote opportunities within your subject(s) for creativity and first hand experience, supporting school trips or residential trips where appropriate.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Build positive relationships with pupils in the year group, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Carry out supervision duties as directed by the Seniors Head.(e.g. playground, end of day and breaks)
- Be responsible for safeguarding the welfare of pupils, raising any concerns following school policy.
- Promote the house system and pupil voice, celebrating pupil achievement both in and out of school.

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate appraisal assessments.
- Ensure that colleagues working with you are appropriately involved in supporting and learning and understand the roles they are expected to fulfil.
- Take part as required in the monitoring review, development and management of the activities
- Relating to the teaching/learning curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues where supply cover cannot be arranged
- Fulfil wider professional responsibilities
- Work collaboratively with others to develop effective professional relationships.
- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times when managing school matters.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.

- Make a positive contribution to the wider life and ethos of the school, contributing to newsletters, website, VLE, productions and community events, etc.
- Organise and lead an After School Activity for two terms each academic year.
- Offer at least one academic lecture per academic year aimed at extending older students beyond A Level standards.

### **Administration**

- Register and monitor attendance on a daily basis, for every lesson
- Supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks which may be reasonably expected and ensure smooth and effective running of a class e.g. collect reply slips, money, organise classroom routines etc.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate in the Appraisal process, maintaining evidence against targets set leading to an on-going professional portfolio of achievement.
- Be proactive in maintaining an understanding of current thinking, initiatives and developments in secondary education, particularly in your specialist subject(s), leading to best practice.

### **Strategic Development of the Seniors**

- Working with the Headteacher to contribute to a strategic view for the Senior School in its community.
- Analysing and planning for the school's future needs and further development within the local and international context
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Publicly supporting all decisions of the Seniors Headteacher and Leadership Team
- Assisting in developing and evaluating the effectiveness of the Senior School

### **Personal Qualities**

The skills required are many and varied but essential are diplomacy, fairness, firmness, tolerance, a sense of humour and the ability to be both a leader and a key team player.