



Generic Job Description for a Classroom Teacher

All Teachers at Mayfield are expected to:

- Actively support the Catholic ethos of the School at all times, being familiar with and contributing to Cornelia Connelly's philosophy of educating girls in line with the educational philosophy of Cornelia Connelly and the Society of the Holy Child Jesus.
- Work closely with their Head of Department ('HoD') and colleagues to promote an holistic approach to education: supporting the education of the whole individual, and being enthusiastic proponents of education for girls.
- Conduct themselves in a professional manner at all times.
- Ensure that they retain and nurture a lively interest in contemporary developments in their subject(s).
- Teach their subject successfully with expertise, enthusiasm and patience and carry out any reasonable subject-related duties assigned by their Head of Department.
- Encourage independent learning and self-evaluation in their pupils.
- Undertake preparation, marking, target setting and report writing required to ensure that the girls achieve the highest possible standards. Contribute to whole-school reviews of these policies and practices.
- Within the Department, implement School policies and practices for assessment, recording and reporting, using this information to support on-going improvement.
- Contribute to the review and update of their Departmental Handbook (including marking policy) etc; the Departmental Development Plan/Departmental Self-Evaluation Form [SEF].
- Develop and sustain good working relationships with girls, colleagues and parents.
- Seek to work constructively with colleagues in other departments to facilitate cross-curricular initiatives and sharing of good practice; recognising links and building on common skills.
- Participate in the running of Departmental extra-curricular activities; support and develop programmes designed to engage, stretch and challenge students in your subject.
- If full time (and, exceptionally, if part time), undertake the role of Tutor and be prepared to be involved in boarding life and contribute generally to the extra-curricular enrichment programme in the School.
- Be familiar with the Teaching Staff Handbook and the School policies included within it.
- Ensure that they are familiar with the School's Health & Safety guidance documents including those for School Trips and be mindful of their own health and safety and that of their pupils at all times.
- Accept responsibility for helping ensure the safety and good conduct of the pupils including adherence to the pupil dress code.

- Carry out such duties as are allocated by the Deputy Head Pastoral or Director of Organisation, including cover for absent colleagues and examination invigilation. Respond punctually, efficiently and in accordance with the guidance in the staff handbook to requests to carry out such duties.
- Attend Whole School and year group assemblies, Liturgies (including Mass) and Inter-House competitions, supervising pupils.
- Attend staff meetings, parents' consultations, open mornings, Prize Giving(s), Parents' Day and similar important School functions out of school hours; be willing to accompany school trips undertaken by your Department, or involving your Tutees and/or boarders, including those in Activities Week.
- Support the boarding life of the School by contributing to weekend and evening activities. [Usually, this will be on one day of a weekend every half term, ie six days over the academic year.]
- Attend designated CPD courses each year [with the consent of the HoD and Deputy Head Academic].
- Notify the Director of Organisation of any absence as early as possible and set appropriate work. Permission for absence must be requested from the Headmistress, using a blue form. Self-Certification forms must be completed in cases of sickness (for 1 to 7 days, after which a doctor's note should be provided) in accordance with the reporting sickness absence procedure.
- Take part in the appraisal cycle with an annual review.

Guidance for Part-time staff

Part-time staff are expected to hold the responsibilities above, on a pro rata basis. For clarity it is expected that part-time staff should:

- Be in School at all times designated on their timetable, whether the class is present or not.
- Attend Departmental Meetings, assemblies, Liturgies etc. on days when normally in School.
- Be in School for INSET and staff meetings at the beginning of term.
- Have duties and cover in proportion to the hours paid.
- Be present at important functions outside school hours, such as Parents' Consultations, Prize Giving, and other events wherever possible.
- Be in School on the last day of term, unless given specific permission by the Headmistress.
- As with any part-time arrangement within the School, the part-time teaching timetable is subject to change and review prior to each new academic year in order to ensure that the School meets pupil and timetable needs.

All Mayfield Teaching Staff

All teachers are expected to adhere to the Teachers' Standards as outlined by the DfE and updated regularly.

<https://www.gov.uk/government/publications/teachers-standards>. Full details of the terms and conditions of employment are found in the teaching staff employment contract.

No member of the teaching staff may undertake private coaching of Mayfield girls without the permission of the Headmistress.

All staff have responsibility for promoting and safeguarding the welfare of children and young persons for whom they are in charge or with whom they come into contact and to adhere to, and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out these duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Child Protection Officer, the Deputy Head Pastoral.

January 2016