



Job Description: Teacher

Responsibilities:

1. To work within the framework of national legislation and school and LEA policies.
2. To teach classes, sets, groups or individual students as required within the agreed timetable setting suitable work to be undertaken both in school and at home.
3. To plan and prepare individual lessons appropriate to the needs, interests, experience and existing knowledge of students.
4. To contribute to the planning of courses and schemes of work within the department and/or faculty.
5. To mark and assess students' work and to record their development, progress and attainment.
6. To maintain good order, discipline and respect of others; to promote understanding of the school's rules and values; to safeguard health and safety and to develop relationships with, and between students, conducive to optimum learning.
7. To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole.
8. To support school policies and aims and to take part in whole school reviews of policy.
9. To provide and contribute to oral and written assessments, reports and references relating to the development and learning of individual students and groups of students.
10. To attend parents' evenings.
11. To evaluate and review one's own teaching methods, materials and schemes of work on a regular basis and to make changes as appropriate.
12. To keep up to date with current educational thinking and practice, both by study and by attendance at course, workshops and meetings; to take part in appraisals reviews of one's work as arranged by the Head of Department or Headteacher.
13. To maintain professional standards in dress and behaviour.
14. To support or take part in the corporate life of the school.
15. To set suitable work for classes when absent and to cover for absent colleagues as necessary.
16. To work in co-operation with other members of staff, parents and governors.
17. Such other duties as shall from time to time be agreed with the Curriculum Leader and the Headteacher.