

Job Description Teacher

The following items are included in the professional duties that may be required of all teachers under the direction of the Head.

1. Teaching

Carry out the following in line with current school policy:

- Plan, prepare, evaluate, modify courses and deliver these according to the curriculum, together with other members of staff, where relevant.
- Meet the varied needs of individual pupils.
- Mark, assess, track and record achievement, progress and effort of individual pupils.
- Provide oral and written reports on individual pupils for parents and staff.
- Share in the maintenance of good conduct amongst pupils in the classroom, school grounds and when engaged in school activities elsewhere.
- Participate in the renewal and maintenance of displays in classrooms and around the school.
- Attend departmental and other staff meetings as requested.
- Participate in arrangements for regular Professional Reviews.

2. Other Activities

- Be aware of and ensure implementation of current School policies e.g. Child Protection, Special Needs, Health and Safety.
- Maintain competence in ICT skills to support up-to-date teaching, assessment and recording procedures.
- Provide cover for absent teachers, supervising or teaching as necessary.
- Prepare Assemblies as requested.
- Attend meetings as required.
- Share in the safeguarding of the health and safety of pupils on the school premises and when engaged in school activities elsewhere.
- Attend and participate in any courses provided by, or recommended by, the school, for the teacher's development or to address the school's needs.
- Organise and participate in extra-curricular activities at lunchtime or after school if requested.
- Share in the carrying out of break, lunchtime and/or other duties as requested.
- Communicate and co-operate with persons or bodies outside the school.
- Participate in the activities of Expeditions Week as required.
- Carry out any additional reasonable requests from the Head.

Person Specification – Teacher will require the following characteristics:

- Relevant teaching qualifications with QTS.
- Highly conscientious and committed to the highest standards of professional service.
- Ability to relate well to children and adults.
- Have good numeracy and literacy skills and confident use of ICT communication skills.
- Show initiative and imagination in solving problems.
- Creative, friendly, patient, calm, caring, adaptable with a sense of humour.
- Excellent verbal and written communication.
- Willingness to undertake training when required.
- Experience of working as part of a team.
- Exhibit high moral standards in dealing with confidential and sensitive issues.
- Understand relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people.
- Willing to engage in ongoing professional development.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Child Protection Officer or to the Headteacher (if different).