

Teacher Job Description

This is a general guide and not restrictive

Responsible to: The Head of the Junior School

Responsibilities: The following shall be deemed to be included in the professional duties that a school teacher may be required to perform under the reasonable direction of the Head Teacher.

Teaching

- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to her / him, including the regular setting and marking of work, according to departmental guidelines, to be carried out by the pupils in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Organising and participating in extra-curricular activities.

Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils as directed by the Head teacher.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

Assessment and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review

- Participating in arrangements made by the Trust for the review of her / his performance and that of other teachers.

Further Training and Development

- Participating in arrangements for her / his further training and professional development as a teacher.
- Reviewing from time to time her / his methods of teaching and programmes of work.

Educational Methods

- Advising and co-operating with the Head teacher and other teachers on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health & Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

- Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and ordering and allocation of equipment and materials.

General requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.
- To adhere to School Safeguarding and Child Protection Policies.

In addition to the above, all newly qualified and experienced teachers are expected to meet the basic Teachers' Standards effective from September 2012. While Part 1 is only binding on the maintained sector, its principles constitute good practice for all teaching staff at Notting Hill & Ealing High School. Part 2 is legally binding on all teachers in the Independent sector.

Review and Amendments

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Selection Criteria

1. An excellent classroom practitioner
2. Qualified Teacher Status or willingness to obtain Qualified Teacher Status.
3. Experience of planning and delivering the National Curriculum.
4. Experience of teaching children Key Stage One and/or Key Stage Two (depending on post applied for).
5. Evidence of working closely with colleagues.
6. Likelihood of flourishing in this particular school.

Reviewed September 2015

Next review September 2016