

Highworth Warneford School

Job Description for a Standard Scale Teacher

Responsibilities and Duties

General

1. To be responsible for the day to day organisation of the teaching and pastoral care of allocated groups
2. To uphold and maintain the values, ethos and discipline of the school

Form Tutor

1. To act as form tutor to an allocated group, exercising appropriate pastoral care and completing the organisational and administrative tasks associated with the role of a form tutor
2. To be responsible for the monitoring the academic performance, behaviour and appearance of the tutor group, in accordance with the stated aims and values of the school

Subject Teacher

1. To teach classes allocated on the timetable, according to the scheme of work of the department and in accordance with the general methodology of the department
2. To plan and prepare lessons, including the setting and marking of appropriate homework
3. To mark and comment on pupils' work and encourage high standards through the appropriate use of praise and sanctions, making particular use of the school's rewards systems
4. To promote and maintain high standards of behaviour both in the classroom and around the school
5. To keep accurate records of pupil's progress and prepare such assessments and reports as required by the department and the school
6. To use assessment data available to monitor progress and set appropriate targets for pupils
7. To contribute as required to the schemes of work and development plan of the department
8. To communicate and consult with parents in accordance with school policy and practice
9. To participate in the meetings programme of the school
10. To participate if the staff development programme of the school

11. To use appropriate ICT with teaching groups, in accordance with the departmental and school ICT policy
12. To implement those sections of the school SEN policy that apply to the work of the classroom teacher
13. To observe and implement the school Health and Safety policy
14. To cover for absent colleagues and invigilate examinations when called upon to do so in accordance with school policy and practice
15. To complete the administrative and organisational tasks related to normal teaching duties
16. To undertake supervisory duties as allocated by the SLT and shared fairly amongst all teaching staff