



St. Helen's College

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Job Description for a Teacher

Under the reasonable direction of the Head and of any other teacher having appropriately delegated authority to direct the work of that teacher, a teacher shall carry out such professional duties as circumstances may require. The following duties are included in the professional duties of a teacher.

General

- To support the ethos of the school and work in accordance with its declared aims and policies.
- To maintain good order and discipline among pupils both when they are on school premises and when they are engaged in authorised activities elsewhere.
- At all time to safeguard the health and safety of all within the school community.
- To be committed to safeguarding and promoting the welfare of the school pupils.
- To maintain high standards of timekeeping.
- To carry out supervisory duties as reasonably required, including registration of pupils, supervision of pupils during breaks and provision of relief cover for absent colleagues.
- To participate as may be required in the review, management and development of activities relating to the curriculum, organisational and pastoral functions of the school.
- To participate in meetings reasonably arranged for any purpose relevant to the teacher's professional duties.
- To support the extra-curricular life of the school.
- To communicate and consult as required with outside agencies who have legitimate business with the school.

Teaching

Under the direction of the Head:

- To teach in such a way as to maximise pupils' enjoyment of and success in learning, to model and foster school values, and to inspire a love of learning.
- To prepare and teach lessons in accordance with agreed schemes of work, using teaching strategies that are in accord with school policies and appropriate to the educational needs of the children.
- To set and mark work regularly, including homework, according to school policy and in a style agreed within the school.
- To assess, record and report on the development, progress and attainment of pupils in accordance with school policies.
- To contribute to the setting and marking of assessments and tests.

- To discuss with the Head any pupil whose work or behaviour in lessons is a cause for concern and to take appropriate agreed further action, including, where applicable, consultation with parents.
- To contribute to the formulation and revision of departmental schemes of work, teaching resources and assessment materials, as appropriate.
- To maintain up-to-date knowledge of educational issues relating to the teacher's work within the school.

Pastoral

- At all times to promote the progress and well-being of the pupils.
- To attend assemblies unless otherwise directed.
- To provide guidance and advice to pupils on educational and social matters.
- To attend parents' evenings and liaise with and meet pupils' parents at other times as necessary to resolve difficulties and promote the pupils' educational and pastoral needs.
- Immediately to inform the Head Teacher if the teacher receives information that leads to a suspicion that a pupil is a victim of abuse.
- To record and pass to the Head Teacher any other relevant information or causes for concern which come to the teacher's attention in relation to individual pupils.

Staff Recruitment and Induction

- On taking up appointment, to participate and co-operate with the programme for induction of new staff.
- To participate as required in the procedures for selecting new staff.
- To contribute as required to the programme of induction of new staff and to the assessment of new and teachers and NQTs.

Appraisal and Professional Development

- To participate in arrangements for appraisal of the teacher's performance and that of other teachers, in accordance with the school's Appraisal and Performance Management Policy.
- To participate in arrangements for identifying the teacher's training needs in relation to further professional development.
- To participate in appropriate further training related to the school's needs and/or those of the teacher.

Organisation and Administration

- To participate in administrative and organisational tasks related to all of the above, including management and supervision of ancillary staff when appropriate.

Additional Duties

- To perform any additional duties as may be reasonably assigned to the teacher from time to time by the Head Teacher.