



## **Moulsford Preparatory School**

### Policy Documentation

## Job Description - Subject/Class Teacher

### **Teaching**

- Planning and preparing courses of study and lessons;
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Controlling and overseeing the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) if appropriate;
- Creating an atmosphere within the classroom and surrounding corridors that will encourage learning this will include the display of boy's work, posters, pictures and artifacts.

### **Assessments and Reports**

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

### **Staff Development & Training**

- Participating, if required, in any scheme of staff development and performance review;
- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher;
- Advising and co-operating with the headmaster and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment;
- Keeping abreast of curriculum developments and current changes in the appropriate subject areas;
- Attending inset and staff training at the start and conclusion of each term.

### **Discipline, Health and Safety**

- Maintaining good order and discipline among pupils in accordance with the policies of the school 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.

## **Cover**

- At the request of the Deputy Headmaster, supervising and teaching any pupils whose teacher is not available.

## **Examinations**

- Participating in arrangements for preparing pupils for internal and external examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

## **Management**

- Contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of probationary teachers;
- Co-ordinating or managing the work of other teachers, where appropriate;
- Contributing to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

## **Other Activities**

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- Providing guidance and advice to pupils on educational and pastoral matters;
- Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- Communicating and consulting with the parents of pupils;
- Communicating and co-operating with such persons or bodies outside the school as may be approved by the Board of Governors;
- Participating in meetings at the school which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements;
- Carrying out duties at the request of the school, to ensure the adequate supervision and care of the pupils;
- Promoting and supporting the school's extra-curricular activities programme;
- Marking class attendance registers in accordance to the procedures outlined in the Staff Handbook.
- Be fully committed to safeguarding the welfare of all children and young people. Recognising each person's responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.