



JOB DESCRIPTION

CLASSROOM TEACHER

1. Follow, or devise, the scheme of work for each year group being taught, as agreed by the Head of Department.
2. Be aware of the continuous assessment work needed for the various components of each syllabus and to liaise with the Head of Department with regard to the nature of that coursework and guidelines for its internal marking and moderation.
3. To ascertain from the Head of Department attainment targets for specific year groups and to follow any departmental guidelines concerning how they might be achieved.
4. To set adequate and suitable classwork and prep, providing feedback on pupil work and keeping an accurate record of pupil progress as set out in school policies.
5. To be aware of the special needs of individual pupils and if needed, to approach the SENCO for guidance concerning how those needs could be met.
6. Liaise with the Head of Department, and Housemasters/ Housemistress in matters concerning pupil progress and any areas for concern.
7. To complete grade assessments punctually and be prepared to give objective views on named pupils at pupil progress meetings.
8. To complete parent reports punctually and according to the guidelines set out in school policies and procedures.
9. Liaise with Head of Department, Housemasters/Housemistress and the examinations officer in matters relating to entries for external examinations.
10. To attend Departmental meetings and Staff meetings.
11. To communicate with Parents about their child's progress at Parents meetings.
12. To carry out any other relevant duties, as required by the Head or Deputy Heads. These are likely to include extra-curricular games and activities, and pastoral responsibilities within day or boarding Houses.

These will be specific to an individual teacher.