

## HOPE VIEW SCHOOL

### GENERAL JOB DESCRIPTION FOR CLASS TEACHERS

#### PARTICULAR DUTIES

Teachers are also expected to perform particular duties as may reasonably be assigned to them by the Headteacher.

For the purpose of this general job description these particular duties are:

#### **1. Curriculum:**

- a) To plan and prepare courses
- b) To continuously review teaching methods, schemes of work and resources as necessary
- c) To advise and co-operate with the line-manager, other teachers and the Senior Management Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- d) To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- e) To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### **2. Professional Development etc:**

- a) To participate in any arrangement for the appraisal of his/her performance and that of other teachers.
- b) To participate in arrangements for his/her further training and professional development as a teacher.
- c) To contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.
- d) To manage or supervise support staff as necessary.

#### **3. Pupils:**

- a) To plan and prepare lessons.
- b) To teach pupils assigned to him/her, including setting and prompt marking of work carried out by pupils in school or elsewhere.
- c) To set relevant and sufficient homework, according to the homework timetable, and to ensure prompt marking of the homework or coursework.
- d) To assess, record and report on the development, progress and attainment of pupils, according to departmental and whole-school policies.
- e) To participate in the arrangements for preparing pupils for public examinations. To assess pupils for the examinations and record and report these assessments.
- f) To participate in the arrangements for pupils' presentation for and supervision during public examinations.
- g) To promote the general progress and well being of individual pupils and of any class or group assigned to him/her.
- h) To provide guidance and advice to pupils on educational and social matters and on their future education and careers, including information about the sources of more expert advice on specific questions,
- i) To make records of, and reports on, the personal and social needs of pupils.
- j) To provide or contribute to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils,
- k) To maintain good order and discipline among pupils and to safeguard 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.
- m) To attend assemblies unless the teacher wishes to opt out of any religious aspect of assembly where this is against their beliefs,
- o) To provide the individual contact, knowledge and support for pupils and to liaise with parents and other staff accordingly, as appropriate,
- p) To contribute to the personal and social education of pupils generally
- q) To support all colleagues in ensuring that high standards of uniform and behaviour are maintained within the school
- r) To work with other colleagues to ensure that there is a consistent approach in ensuring pupils abide by the school's code of conduct and the same consistency and dealing with pupils who do not conform to school rules.
- s) To make relevant records and reports as necessary.

#### **4. Parents and the wider community:**

- a) To communicate and consult with the parents/carers of pupils when required.

- b) To communicate and co-operate with other persons and outside agencies as required.
- c) To participate in meetings arranged for any of the purposes described above.
- d) To foster good relationships with parents/carers.

**5. Resources and Accommodation**

- a) To take responsibility for the care of resources, accommodation and fabric of the school, particularly when pupils are present.
- b) To allocate, as appropriate, equipment and materials in connection with his/her teaching.

**6. Policies and Staff Handbook**

- a) To ensure that all departmental and school policies are understood and complied with.
- b) To ensure that s/he has read and understands the contents of the Staff handbook and complies with all the requirements, detailed in the handbook.

**7. Administration**

- a) To participate in administrative and organisational tasks related to the above duties.

*Review of this Job description*

*This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.*