



Highclare School

Job Description: SENIOR SCHOOL (KS3, 4 & 5) TEACHER **Line Manager – Deputy Head: Pastoral**

Teaching Duties

1. To contribute to the teaching of the Department, including:
 - a. Differentiating between the individual needs of all the pupils including pupils with IEP / EHC plans
 - b. Ensuring that pupils are provided with opportunities to manage their own learning and become independent learners
 - c. Providing a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline
 - d. Fostering self-image and esteem based on mutual respect
2. To contribute to the learning culture within the subject area by identifying, sharing and deploying good and effective practice
3. To ensure that the development of literacy, numeracy and citizenship is established in lesson planning and delivery as appropriate
4. To participate in the development of appropriate specification, materials and schemes of work.
5. To set homework according to homework timetable, mark work regularly, provide effective feedback and record results.
6. To carry out appropriate formative and summative assessment
7. To meet all requirements for GCSE and A Level with respect to non-examination assessment
8. To attend relevant courses to keep abreast of curriculum and other developments
9. To incorporate the use of ICT to enhance the delivery of the curriculum.
10. To support the target-setting and review process, reinforcing targets, monitoring progress, identifying, encouraging and rewarding success.

General Duties

1. To contribute to the pastoral care of all pupils and support their spiritual, social and moral development
2. To attend staff professional learning and development (PLD) events as required
4. To read Staff Handbook and follow general directions.
5. To carry out supervision and cover duties in accordance with published rotas.
6. To attend meetings, e.g. staff meetings, parents' evenings, open days, etc. as directed by the Head or Head of Department.
7. To participate in Professional Review procedure.
8. To contribute to the school's enrichment programme inc extra-curricular activities
9. To be familiar with the Health and Safety Policy and be responsible for the safety of pupils in your care.
10. To assist other members of the Department in creating display work and keeping check of departmental resources, ensuring departmental rooms are kept in good order.
11. To support priorities identified in the School Development Plan

This list is intended to be as comprehensive as possible, but is not exhaustive.

Form Teacher responsibilities (if applicable)

1. General responsibility for supervision and welfare of form (details in Staff Handbook).
2. To adhere to the school's procedures to register and code accurately all attendance and absence.
3. To organise appropriate activities for weekly form period.
4. To proofread subject reports, write form-teacher comments and co-ordinate distribution of reports.
5. To liaise with Personal Tutors as necessary.
6. To keep all records up to date.
7. To participate in the pastoral and academic referral systems.
8. To attend Form Teacher meetings as required.

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Personal Tutor Responsibility (if applicable)

1. To take tutorial responsibility for small group of pupils.
2. To lead group tutorials and individual tutorials as directed by Key Stage coordinators.
3. To see each pupil with his / her reports when they are issued and discuss issues arising.
4. To be available to help, encourage and advise when the need arises.

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