

Resource 13: Teacher job description

Job Description – Teacher

Main purpose

Supporting the head of school in providing a high quality education for children at the school, promoting their intellectual, moral, social and cultural learning and development so that they make progress and achieve the highest possible levels of attainment.

To whom responsible

The teacher is directly responsible to the head of school, or anyone nominated to deputise for him in his absence, and through him to the Executive Committee and Board of Trustees.

Main responsibilities

In fulfilling the following responsibilities the teacher will be bound by any policies produced by the head of school, and/or the Board of Trustees.

Teaching

Teaching a broad, balanced curriculum that is relevant to the needs of the children.

Curriculum Planning

Preparing forecasts of work – based, where appropriate on the school's curriculum policy documents, overall curriculum plan and schemes of work – for submission to the head of school.

Contributing to the school's general curriculum planning.

Assessment, recording and reporting

Carrying out a range of assessments of children's attainment and progress.

Using the results of these assessments for:

- feedback to children
- contributing to further planning for individual, group and class work
- contributing to whole-school planning and target setting

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- producing records for use in school
- reporting to parents and other interested parties

Leadership and management

Taking part in those parts of the management and leadership of the school delegated by the head of school.

Taking responsibility for the co-ordination of the teaching and learning of specific subjects across the school, as designated by the head of school.

Pastoral and other activities

Promoting the general progress and well-being of individual children and any group or class of teachers assigned to him/her.

Providing guidance and advice to children on educational and other matters.

Making records and reports on the personal and social needs of children.

Communicating and consulting with the parents of children in the school.

Communicating and cooperating, as appropriate, with persons and bodies outside the school.

Participating in meetings associated with the fulfilment of responsibilities.

Review and development

Participating in reviews of the school's performance and in the identification of targets and the drawing up of improvement plans resulting from such reviews.

Participating in reviews of his own performance as a teacher.

Participating in arrangements for further training and professional development as a teacher.

Resources

Advising and cooperating with the head of school and other colleagues concerning the acquisition, storage, maintenance and use of educational and other equipment.

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Discipline, health and safety

Maintaining and promoting good order and discipline among the children of the school.

Safeguarding and promoting the health and safety of children both on the school premises and when they are taking part in school activities elsewhere.

Extracurricular activities

Taking part in the school's extra-curricular activities including, when required, running at least one after-school club a week and attending official school meetings and functions outside school hours.

Miscellaneous

Undertaking any other responsibilities as may be reasonably required by the head of school, and/or the school's Executive Committee.

Tasks and Targets

This job description will normally be supplemented by a document setting out specific tasks and targets for the school year. This document will be drawn up by the head of school in consultation with the teacher.