



DRAFT EXPECTATIONS OF A TEACHER

This procedure does not form part of your contract of employment, except to the extent required by law.

A. Requirements of Teachers at Windermere School

Windermere School is a boarding school that operates continuously during academic terms and some half-term holidays. This is reflected in an essential expectation that all teachers provide worthwhile educational and recreational experiences for boarding as well as day pupils.

1. Meet the professional standards expected of a teacher, as described in:
 - a. Job Descriptions for a Teacher and Tutor;
 - b. Person Specification for a Teacher;
 - c. Code of Conduct and Practice.
2. Support the ethos, mission, motto and aims of the School, as set out on the School website.
3. Work with the Marketing and Admissions Department, by assisting wherever possible with the recruitment and retention of students.
4. Attend events such as Prize Day, Open Days and Parents' Evenings as appropriate or necessary, unless absence is authorised in advance by the Head.
5. Attend all INSET provision, for which at least two months' notice will normally be given, unless absence is authorised in advance by the Head. There are normally up to six INSET days per academic year.
6. Teachers who are ill or unable to attend work for any reason are expected to contact the School as early as possible and to ensure that work is set for classes and the tutor group. If the teacher is too ill to set work, the relevant line manager will arrange work for the classes.
7. Teach a full timetable, including attendance at staff briefing and other whole school gatherings, according to the requirements of the School, set out below.
8. Be in School for the full school day (08.15 – 17.30), as set out in the Staff Handbook and offer the activities and duties set out below, unless absence is authorised in advance.
9. Free lessons are intended for preparation and administrative tasks, but during this time teachers should be available to be called upon for cover. Where possible, there is to be a fair distribution of cover responsibilities for all staff. Requests to be off-site or absent during the working day should be made in accordance with procedure, detailed in the Staff Handbook.
10. Run activities during the week or at weekends in accordance with the requirements of either of the School campuses, as set out below.
11. Do break, lunch, after-school and weekend duties on a rota basis, as determined by the School, as set out below.

B. Requirements of Teachers at Browhead

1. Teach not less than 80% of a full timetable unless they have a reduced allocation related to specific roles within the School.
2. Do one evening duty (teaching, tutorial, supervision or social) in a boarding house from 6.30 – 9.30pm per fortnight.
3. Offer the equivalent of one activity session per week in addition to helping with the Service programme. Each activity should be agreed Deputy Head (Academic) Take an active roll in supporting the Round Square ethos of the School by assisting with the Service programme on one afternoon per week.
4. Do one break, lunch or after-school duty per week.
5. Do one full day, Saturday or Sunday, in a boarding house, or supporting the students off-site on an activity, per half-term.
6. Act as Tutor.

C. Requirements of Teachers at Windermere Elleray (Years 3-6)

1. Teach not less than 80% of a full timetable, unless they have a reduced allocation related to specific roles within the School.
2. Do break and lunch duties on a rota basis, divided amongst the staff. When taking school lunch, teachers should sit with the pupils, helping to maintain good standards of table manners, etc.
3. Offer two hours of activity sessions per week, normally 4:05pm – 5:00pm and attend a weekly staff meeting. Activities should be agreed with the Activities Leader before the start of term and may include Prep (formerly known as Homework Club).
4. Offer up to three weekend activities per term in liaison with the Head of Elleray and Weekend Activities Coordinator.

D. Requirements of Teachers at Elleray Pre-School to Year 2

1. Teach not less than 80% of a full timetable, unless they have a reduced allocation related to specific roles within the School.
2. Do break duties on a rota basis, divided amongst the staff.
3. Offer one after school activity session per week, normally 4.05 – 5.00 pm and attend the weekly staff meeting. Activities should be agreed with the Activities Leader before the start of term and may include Prep (formerly known as Homework Club).
4. Assist with After School Care, either on a rota basis or for cover as necessary.
5. When taking school lunch, teachers should sit with the pupils, helping maintain good standards of table manners, etc.

E. Requirements of Part-time Teachers at Windermere School

Part-time teachers are expected to fulfil all the above requirements, except that the expectations are pro-rated as described in their letter of appointment in respect of Points A7–A11.

If circumstances dictate (eg emergency, bad weather, etc) then it may be necessary temporarily to vary the above requirements.

Child Protection Responsibilities

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Child Protection Officer.

Elleray Curriculum

The Elleray curriculum is planned using various schemes, units of work and projects, many written by members of the school. We follow the new National Curriculum Framework for Mathematics and English, embedding the relevant aspects in our own bespoke curriculum. The outline scheme of work is discussed and agreed by all staff and there is a good deal of flexibility in these plans, as opportunities arise.

All teachers are expected to plan and offer inspiring and adventurous lessons, teaching from programmes written on a termly and weekly basis in accordance with school policies and schemes of work.

All teachers should:

Prepare:

- appropriate teaching materials
- activities for pupils matched to their individual needs
- for pupils to transfer to next class or school

Organise:

- A stimulating learning classroom environment
- the learning experiences of all pupils with regards to needs and ability
- educational visits, use of specialist rooms as appropriate, use the outdoors and other Campuses of the school to inspire the pupils: Browhead and Hodge Howe
- effective teaching and learning displays and displays of work and activities.

NB: All staff. Variations in the duties of full and part-time staff may be negotiated to meet the needs of staff and the School.

If circumstances dictate (eg emergency, bad weather, etc) then it may be necessary temporarily to vary the above requirements.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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