



# WINDERMERE SCHOOL

## TEACHER

### JOB DESCRIPTION

Accountable to: The member of staff is ultimately responsible to the Headmaster for the performance of their duties, though this is through their Head of Department, Coordinators and the Deputy Head (Academic)

#### 1 GENERAL

This job description applies to all members of staff who teach, whether on a full-time or a part-time contract.

#### 2 TEACHING RESPONSIBILITIES

- 2.1 To teach his or her subject(s) under the direction of the relevant Head of Faculty/Department/Subject Coordinator (Elleray Campus).
- 2.2 To be available throughout the school year, including periods of examinations, during such times when classes have been assigned regardless of whether those classes take place or not. To be responsible directly to the relevant Head of Department/Faculty in academic matters.
- 2.3 To prepare lessons and courses in line with examination syllabuses and schemes of work as directed by the relevant Head of Department.
- 2.4 To ensure students are well prepared for all assessment required for their courses, delivering lessons with enthusiasm and imagination.
- 2.5 To set, mark and return prep and other academic assignments, including examinations, in accordance with the School Prep Timetable and Marking Policy.
- 2.6 To assess, record and report on the work of students.
- 2.7 To comply with reporting deadlines and to report accurately to parents in accordance with the School's reporting procedure.
- 2.8 To deliver lessons that ensure all students make progress in their learning and to maintain a purposeful, safe learning environment.
- 2.9 To attend departmental meetings and share in the development work of the department.
- 2.10 To organise effective teaching displays with the Head of Department/Faculty/Subject Coordinator.
- 2.11 To work with the Head of Department/Faculty/Subject Coordinator in ensuring high standards in the layout and presentation of classroom areas.
- 2.12 To assist with trips and other extra-curricular events.
- 2.13 To be punctual for all lessons and commitments and expect the same from pupils.
- 2.14 To participate in the School's Continuing Professional Development scheme and take part in in-service training as and when appropriate.
- 2.15 To attend Staff Meetings, meetings with parents and other such official occasions as may be determined by the Headmaster.

- 2.16 To be responsible for your own Health and Safety and that of the students in your care, reporting any concerns to your Head of Department.
- 2.17 To familiarise yourself with the School's Health and Safety policies and procedures, including risk assessments and safe methods of work specific to your department.
- 2.18 To maintain good order and discipline amongst students, to safeguard their health and safety and, when appropriate, to check their attendance in class and elsewhere in School.
- 2.19 To subscribe to the ethos of the School and to its aims as set out in the School Development Plan.
- 2.20 To comply with all school procedures as set out in Staff Handbook.
- 2.21 To provide a good role model for students.

### **3 ADDITIONAL RESPONSIBILITIES FOR A FULL-TIME MEMBER OF STAFF:**

- 3.1 To help cover short-term absence of staff.
- 3.2 To assist with the invigilation of examinations.
- 3.3 To help supervise sessions, such as Induction at the start of term, required for the organisation and smooth running of the academic curriculum.
- 3.4 To participate in the weekly Activity and Service programme of the School as arranged by the Head of Staffing and Planning.
- 3.5 To participate in the staffing of any additional curricular activities and events, as required by the Head of Staffing and Planning. For example expeditions, team fixtures, rehearsals, etc.
- 3.6 To act as a Tutor (see separate Job Description), as arranged by the Deputy Head (Pastoral).
- 3.7 To assist with School duties as arranged by the Head of Staffing and Planning. These will include:
  - 3.7.1 Marketing events
  - 3.7.2 Open Days and Prize Day
  - 3.7.3 General lunch and breaktime duties.
- 3.8 To take a full part in the life of the School beyond the classroom, including regular attendance at school functions.
- 3.9 To attend briefings and morning reflection.
- 3.10 To perform whatever additional duties may reasonably be required by the School.

### **4 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.

*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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1 September 2010

Reviewed 16 November 2014

(Contract Document 18)

W/Job Descriptions and R/3. Staff Handbook and Policies/Employment Documents