

**Job Description**

**Key Stage 3 and Key Stage 4 Teacher**

* The teacher will be responsible for the teaching of their specialist subject(s) within the Senior School. Teaching groups may comprise either whole Form groups or sets.
* The teacher will take full responsibility for all long, mid and short term planning for their classes.
* The teacher will keep full assessment records for all the children in their classes; these records must be regularly updated. The teacher will also produce regular reports for parents, as required by the Head of School.
* The teacher will notify the Head of School should there be any concerns about a child and will liaise with parents where appropriate.
* The teacher will liaise with the SENCO where appropriate and ensure that they are up to date with pupils’ educational needs.
* The teacher will be prepared to undertake any tasks necessary for the smooth running of their classes and the department and/or the School as a whole.
* The teacher will attend Parents’ Evenings and other school functions such as Open days.
* The teacher will attend regular departmental meetings, senior school meetings, full Staff Meetings and Inset days.
* The teacher will share in a weekly rota for duties – break time, lunchtime, before and after school – as required by the Head of School.
* Any teacher may be required to act as a Form Teacher, and as such will be expected to take an interest in the welfare and academic progress of pupils in the Form and to liaise with other staff when problems arise. The Form Teacher is responsible for registering the pupils at the beginning of the morning and afternoon sessions, and will organise Form assemblies as required. Other specific tasks are listed in the Staff Handbook.
* The teacher may be asked to work alongside other professional colleagues including LSAs and NQTs on occasions, ensuring that all instructions and directions are well-planned and carefully explained.
* The teacher will be expected to take part in the life of the school, e.g. organising extra-curricular activities either at lunchtime or after school, attending school functions, organising visits out of school for the pupils.
* The teacher will uphold and support the policies of the school, as laid out in the Staff Handbook and the School Policies File. He/she will educate the children with care and consideration, whilst expecting a high standard of discipline and behaviour.
* The teacher will be responsible on a day-to-day basis to their line manager, Head of School, then to the Headteacher/Deputy Headteacher and ultimately to the Board of Trustees.