

Caldicott School – Statement of Duties and Responsibilities for all Teaching Posts

This statement is part of the terms of employment and should be read in conjunction with the employee's Contract of Employment.

A.1 Professional Duties

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

A.1.1 Teaching

A.1.1.1 planning and preparing courses and lessons;

A.1.1.2 teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupils in the school and elsewhere;

A.1.1.3 assessing, recording and reporting on the development, progress and attainment of pupils;

A.1.2 Other Activities

A.1.2.1 promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to him/her;

A.1.2.2 providing guidance and advice to pupils on educational and social matters; making relevant records and reports;

A.1.2.3 making records of and reports on the personal and social needs of pupils;

A.1.2.4 communicating and consulting with the parents of pupils;

A.1.2.5 communicating and co-operating with persons or bodies outside the school;

A.1.2.6 participating in meetings arranged for any of the purposes described above;

A.1.2.7 contributing to the boarding life of the school including a weekly boarding duty if required;

A.1.2.8 participating in the games and activity programme if required;

A.1.3 Assessments and Reports

providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

A.1.4 Appraisal

participating in any arrangements for the appraisal of his/her performance and that of other teachers;

A.1.5 Review: Further Training and Development

A.1.5.1 reviewing from time to time his/her methods of teaching and programmes of work;

A.1.5.2 participating in arrangements for his/her further training and professional development as a teacher;

A.1.6 Educational Methods

advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

A.1.7 Discipline, Health and Safety

maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere;

A.1.8 Staff Meetings

participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements;

A.1.9 Cover

supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;

A.1.10 Public Examinations

participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations;

A.1.11 Management

A.1.11.1 contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers;

A.1.11.2 co-ordinating or managing the work of other teachers;

A.1.11.3 taking part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School;

A.1.12 Administration

A.1.12.1 participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material;

A.1.12.2 attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.