

Ealing College Upper School

General Job Description for Teachers

Responsible to: Head of Department or Headmaster

GENERAL TEACHING DUTIES

Teaching & Learning:

1. To manage pupil learning through effective teaching in accordance with the school's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. To set homework regularly (in accordance with the School homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
5. To work with any support teacher (including prior discussion and joint planning) in order to maximise effectiveness within lessons.
6. To work effectively as a member of the Department team to improve the quality of teaching and learning.
7. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording Reporting, and Accountability:

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To contribute towards the implementation of IEPs, particularly the planning and recording of appropriate actions and outcomes related to set targets. To assess pupils' work systematically and use the results to further planning, teaching and curricular development.
3. To be familiar with assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.

Subject Knowledge & Understanding:

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards & Development:

1. To be a role model to pupils through personal presentation and professional conduct.
2. To cover for absent colleagues and undertake invigilation duties as is reasonable, fair and equitable.
3. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
4. To establish effective working relationships with professional colleagues and associate staff.
5. To be involved in or initiate extra-curricular activities as necessary
6. To liaise effectively with parents/carers and with other agencies with responsibility for pupils' education and welfare.
7. To undertake any reasonable task as directed by the Head of Department or Headmaster.
8. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
9. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who have SEN, are gifted and talented or are not yet fluent in English.