

SACRED HEART SCHOOL

Job Description for:

Name:

Accountable to: The Headteacher

Professional Duties

Date

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

1. Teaching

With regard to the subject curriculum for the school:

- Planning and preparing courses and lessons
- **Teaching**, according to their educational needs, the pupils assigned to him / her, including the setting and **marking of work** to be carried out by the pupil in the school and elsewhere.
- **Assessing, recording and reporting** on the development, progress and attainment of pupils.

2. Other Activities

- Promoting the general progress and well being of individual pupils and classes
- Providing guidance to pupils on educational and social matters and on their further education and future careers (including information about sources of more expert advice on specific questions)
- Making records of and reports on the personal and social needs of pupils
- Consulting with the parents of pupils
- Communicating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above

3. Assessment and Reports

- Providing oral and written assessments, reports and references relating to individual pupils and groups of pupils

4. Appraisal/Performance Management

- Participating in the arrangements for the Performance Management process

5. Review: further training and development

- Reviewing from time to time her / his methods of teaching and programmes of work
- Participating in arrangements for her / his further training and professional development as a teacher

6. Educational Methods

- Advising and co-operating with the Headteacher and other teachers on the preparation of courses of study, teaching materials, methods of teaching and pastoral arrangements

7. Discipline, Health & Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Staff must report damaged equipment so that it can be repaired

8. Staff Meetings

- Participating in meetings at the school

9. Cover

- Supervising pupils whose teacher is not available to teach them when necessary

10. Public Examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations
- Recording such assessments

11. Administration

- Participating in administrative tasks related to the above duties including allocation of equipment and materials
- Attending assemblies, registering the attendance of pupils and supervising pupils