



FULHAM PREP SCHOOL



FULHAM SENIOR SCHOOL

## SUBJECT TEACHER JOB DESCRIPTION

The General Professional Duties of all teaching staff include:

### 1. Teaching

- (a) Preparation of schemes of work, lesson planning and overviews as directed. It is recognised that daily planning is up to individual teachers but such plans should be available on request.
- (b) Arriving punctually to teach lessons at the times stipulated on the School timetable.
- (c) Maintaining order and good discipline among pupils and be aware of pupils' safeguarding requirements.
- (d) Being prepared to provide extra support after lessons if deemed appropriate
- (e) Being prepared to carry out break/lunchtime detention if deemed appropriate.
- (f) Setting homework and keeping school and homework marking up-to-date and in accordance with the School's Marking Policy. Marking may be monitored at any time, if deemed necessary.
- (g) Meeting with department members as directed by the Head of Department to plan/evaluate.
- (h) Keeping classrooms a tidy and an attractive learning environment with relevant learning/children's displays
- (i) Ensuring that the Deputy Head knows where planning and resources are kept in the case of absence.
- (j) Lessons and photocopying are prepared in advance of the lessons.
- (k) Contributing to the organisation of whole school events where relevant e.g. Sports Day; Swimming gala; Carol Service; Productions.

- (l) Leading an assembly when requested.
- (m) All other classroom duties, including out-of-school activities and outings, including residential trips and care of the environment.
- (n) Attending a school fieldtrip/outing if requested.

## **2. Assessment and Reporting**

- (a) Make regular assessments of pupils' attainment and progress.
- (b) Keep records of pupils' marks and progress.
- (c) Set and mark internal examinations as directed by the SLT.
- (d) Write reports on pupils in accordance with the Reporting Policy.
- (e) Attend meetings to discuss the progress of a child termly and when deemed necessary by the Deputy Head or SENCO.
- (f) Provide written reports on pupils on request e.g. for school transfers and SEN reviews.
- (g) Meet with members of staff to moderate marking of exams.
- (h) File exam scripts.
- (i) Provide relevant Curriculum Monitoring information.
- (j) Log any academic/pastoral issues that occur in the classroom on the online MIS system.

## **3. Professional development**

- (a) Periodically review schemes of work and methods of teaching.
- (b) Attend courses to develop professional skills where agreed.
- (c) Attend whole school INSET courses to develop professional development.
- (d) Attend appraisals on a regular basis.
- (e) Participate in regular classroom observations.

## **4. Staff meetings**

- (a) Attend Department and general staff meetings to discuss academic, pastoral and other matters, when requested.

- (b) Attend weekly staff briefings/meetings.

## **5. Cover**

- (a) Supervise the class of/ a duty of an absent colleague as requested.
- (b) Leave prepared work in case of absences.

## **6 Pastoral care**

- (a) Be actively involved in promoting the well-being of pupils.
- (b) Note and report absences from class. Correctly maintain attendance registers.
- (c) Report behaviour problems/concerns to the form teacher.
- (d) Log any pastoral concerns on the online MIS.
- (e) Register classes at the start of the morning and afternoon session.
- (f) Attend school assemblies.
- (g) Share in the pastoral duties on rota basis, e.g. break and lunchtime duties, as requested.
- (h) Be committed to safeguarding and promoting the welfare of children and young people. FSS is committed to safeguarding and promoting the welfare of children. All staff members are required to undergo child protection training on a regular basis.

### **Equal Opportunities Policy:**

Promote equal opportunities in all aspects of responsibility according to the School's aims and objectives.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere and ensure compliance with the School's Welfare Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the job 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 Welfare Protection Officer or to the Head.

September 2017