

## Job Description for the Post of: **Teacher**

### Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what teachers are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of the teaching profession means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### Responsible To

To be responsible to the Head, through the Subject Leader.

### Main Purpose

To ensure high quality curriculum and pastoral provision to inspire, motivate and challenge all students to achieve. To continuously contribute to the development of the school.

### Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To carry out the professional duties of a teacher, as set out in the Teachers' Pay & Conditions Document and in the Teachers' Standards.
3. To support the Christian ethos of the school.
4. To plan inspiring, motivating and challenging learning opportunities for students to enable all to make progress.
5. To be aware of the prior attainment of individual students and to use the school's Marking & Feedback Policy to monitor and measure progress.
6. To manage classrooms and corridors, according to the school's Behaviour Policy.
7. To set homework according to the school's Homework Policy.
8. To use the school's information system to record attendance, progress and concerns. To award Trinity Credits according to the school's policy.
9. To proactively communicate with parents regarding achievements, progress or concerns.

10. To carry out the duties of a Form Tutor.
11. To carry out duties according to the published rotas. To be proactive in promoting orderly behaviour of all students in all areas of the school site and throughout the school day.
12. To be proactive and take responsibility for personal continuous professional development.
13. To ensure that personal IT skills are maintained and developed in line with the school's IT development.
14. To contribute to the wider life of the school.
15. To communicate and work with outside agencies and the local community, in line with the school's policy.
16. To promote a shared responsibility of caring for the school's resources, buildings and site.  
To ensure that all Health & Safety requirements are complied with.
17. To actively contribute to the continuous self-evaluation and school development process.
18. To attend and participate in all calendared meetings as appropriate to your level of responsibility.
19. To undertake other duties as required, in line with the grade and responsibilities of the post.

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