



**RISHWORTH**  
SCHOOL

## **TEACHER** **Job Description**

### **Responsible to:**

Head via Deputy Head and Curriculum Area Manager

### **Timetable Commitment:**

A full time Teacher's target timetable is approximately 20 hours of teaching per week; the total contact time will be greater than this as it will include Tutorials; Enrichment & Extension activities; Cover; Invigilation; Boarding & Supervision duties

### **Hours of Work:**

08:00 – 16:30, Monday – Friday during full term, unless undertaking specific duties or attending meetings or events, some of which may, with reasonable notice, be at the weekend

This is the basic job description for all academic faculty members. It is not exhaustive but is intended to be a helpful reference & to be an indicator both of the detail & of the spirit of what is required. The Contract of Employment states what in general terms is required of a Teacher. This job description, specifying certain particular duties which are to be exercised & completed in a satisfactory manner, forms the basis of all further job descriptions, spheres of responsibility & should be read in conjunction with other relevant documentation.

### **Responsibilities**

- Live true to the School's stated aims & values & help foster the School's Christian ethos
- Safeguard & promote the welfare, health & safety of all students, reporting any concerns immediately
- Demonstrate kindness, honesty & respect to all members of the School community at all times
- Market the School at every opportunity in a positive & proactive manner to recruit & retain students
- Play an active role in the delivery of School, Departmental & personal development plans
- Maintain the highest personal standards of work, attitude, personal presentation & behaviour & act in a way that serves to uphold the reputation of the School at the highest level
- Assist as required in the preparation of the School for inspection & reception of visitors
- Oversee the excellent teaching, learning, assessment & progress of assigned classes
- Manage the pastoral care, target setting & monitoring of a group of Tutees
- Provide Enrichment (breadth) & Extension (depth) activities to students
- Cover, supervise, invigilate & other duties as assigned by the Deputy Heads
- Provide activities & supervision of Boarders as per the duty rota
- Administrate & record keep, following the School's policies & procedures
- Undertake professional development as part of a continuous process of career development

- Complete all reasonable training as required by the Deputy Heads
- Take an active role in the development of the curriculum & resources
- Arrange educational visits as part of the overall planning for the area of learning, as appropriate
- Bring to the attention of the Deputy Heads students with perceived educational needs
- Follow appropriate policies to promote good behaviour & attitude to learning from all students
- Greet children & parents on arrival at School, at events or in the classroom in a friendly & welcoming manner; be available in person, by telephone or email to parents at reasonable times
- Take time, repeatedly if necessary, to talk with, listen to, counsel, encourage, support, guide & closely monitor those individual students whose work, conduct, personal presentation or attitude suggest they would benefit from such action; for younger children this might include sitting with them at lunch time, insisting on appropriate table manners and good eating habits
- Maintain updated displays of students' work clearly, attractively & effectively in an allocated teaching room & around the School in such a way as to raise awareness & student esteem
- Plan & teach units of work in accordance with departmental schemes of work & evaluate the effectiveness of this planning & teaching through reflective & collaborative review
- Correct students' school work & home learning in a reasonable time & in accordance with School policy, indicating 'what went well' (www) & 'even better if' (ebi)
- Write reports & implement where appropriate formal monitoring procedures such as Report Cards & Individual Programmes of Study for students, as required
- Attend Parents' Meetings, Open Events & Staff Training days
- Make a reasonable contribution to the broader life of the School, including boarding, the organisation of & participation in Enrichment & Extension activities, & assistance with, attendance at & support of House & School events & functions, as well as events relevant to the age-group(s) for which Tutorial or other particular responsibility is held - e.g. Chapel Services, sport, performing & creative arts, special talks & assemblies etc.
- Be alive to new perspectives & possibilities as to how further improvements may be made in school
- Work cooperatively with colleagues & to be generally positive, helpful, supportive & committed
- Be sensitive to the feelings of others, to respect confidentiality & to inspire trust.
- Attend staff meetings, staff forums & support School initiatives
- Keep abreast of curricular & other educational changes; be prepared to join working parties
- Undertake professional self-assessment & appraisal to meet targets set for the next period
- Be constantly self-appraising with a view to further improvement.

The duties may be varied to meet the changing demands of the School at the reasonable direction of the Head. Any significant changes will wherever possible be made after consultation.

### **Terms & Conditions of Employment**

These are set out in the Contract of Employment.

All employees of Rishworth School are responsible for promoting & safeguarding the welfare of children & young persons & must adhere to & ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the Designated Safeguarding Lead.

**Signed on behalf of the School**

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by Teacher**

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_