



FARNBOROUGH HILL

WHOLEHEARTEDLY

TEACHERS' JOB DESCRIPTION

Full-Time Teacher

1. To support the aims, values and ethos of the school and to contribute to the implementation of the school's mission statement.
2. Within the aims, values and ethos of the school, to work as a member of a department, being immediately accountable to the Head of that department.
3. To prepare and deliver lessons according to departmental specifications and schemes of work.
4. To mark and assess work regularly, providing regular feedback to students, according to the school and departmental policy.
5. To assist in the smooth running of the department.
6. To share in the setting and marking of subject tests and examinations.
7. To give effort and attainment grades and to complete Records of Achievement forms as required by the schools reporting procedures.
8. To share in the department's development with regard to courses of study, teaching materials, methods and target setting.
9. To attend INSET for individual professional development.
10. To keep a record of attendance in lessons.
11. To attend staff meetings, department meetings, parents' evenings, open mornings and staff INSET days, and other meetings as required.
12. To attend Prize Giving.
13. To attend school assemblies and house meetings.
14. To take afternoon registration when teaching or covering Period 5.
15. To undertake supervisory duties.
16. To share in cover for absent staff, examination invigilation and the administration of the entrance examination.
17. To keep up-to-date with all School information e.g. weekly bulletin, examination invigilation, staff handbook, cover requirements and to check pigeon-hole.
18. To provide information for references including UCAS.
19. To be part of a tutorial team.



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20. To participate in the school appraisal scheme.
21. To be responsible for the care and oversight of the areas in the school designated by the Head of Department.
22. To liaise with the Head of Department concerning academic issues.
23. To liaise with Form Tutors and Year Heads concerning pastoral issues.
24. To undertake such other duties and tasks as the headmistress requests, including some which may be out of school hours.

Part-Time Teacher

Part-time staff are expected to perform all the duties of full-time staff, except those which fall during the day outside their normal hours of work. These may include staff meetings, staff INSET days, school assembly, house meetings and the entrance examination. However, the participation of part-time staff in activities beyond the classroom is very much appreciated. Indeed, their support of the pastoral system, as Deputy form tutors, is invaluable.