

Job Description

Job Title	Teacher	
Reporting to	Headmaster through Head of Department	Department Mathematics

Job summary

To undertake with the highest professional standards the teaching, pastoral and other roles agreed with the Headmaster to ensure that all aspects of the teaching and development of their subject meets the aims and objectives of the School by effectively managing the department to provide pupils with the highest standards of teaching and support to ensure they achieve their full potential.

Key responsibilities

Teachers are expected to:

1. Encourage pupils to appreciate the value of their subject specialty and provide them with appropriate knowledge, understanding and skills. This will include:
 - i. Planning the teaching and learning programme;
 - ii. Teaching the teaching and learning programme;
 - iii. Managing the teaching and learning resources;
 - iv. Assessing, reporting on and counselling learners; formally and informally, facilitating and monitoring personal and academic development;
 - v. Review, evaluation, revision and development of teaching and learning programme and the curriculum.

2. Other duties will include:
 - i. The professional development of self and other colleagues through the appraisal system and beyond.
 - ii. Contribution to the development of the whole department and the School.
 - iii. Contribution to the extra-curricular life of pupils and of the School, both tangibly through the leadership and organization of activities; and through the support of activities of others.
 - iv. Contribute to the formal and informal pastoral, health, spiritual and social education of pupils through the pastoral system and beyond.
 - v. Being cognizant of, and having empathy with, the aims and objectives of the School.
 - vi. Marketing of the School at every opportunity.
 - vii. Participation at “standard” occasions eg Speech Day, Open Day; Parent’s Meetings; INSET etc.
 - viii. Carry out any other reasonable duties as deemed necessary, appropriate or advantageous to the School by the Headmaster, or Master of The Abbey.

General responsibilities

Responsible for promoting and safeguarding the welfare of children and young persons within the School, ensuring adherence to, and compliance with, the School's Child Protection Policy at all times.

In line with their legal duty, take reasonable care of their own health and safety and that of others, and be familiar with, adhere to, and implement the School's Health and Safety Policy.

Ensure that their work, communication and approach conform to the brand values and house style of the School and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.