



# Merchant Taylors' School

Ambition | Character | Excellence

## Job Description – Teacher

### Job Purpose

Teachers are appointed to contribute to the academic, pastoral and extra-curricular life of the School. This job description is not necessarily a comprehensive definition of the post and should be read in conjunction with contract of employment and relevant policies and procedures. A teacher should seek to perform those duties reasonably demanded by the Head of School, to whom he or she is ultimately responsible for all aspects of their work at the School. The teacher's operational line manager is the relevant academic Head of Department.

### Personal and Professional Specification

The ideal candidate will display the following attributes:

- Relevant teaching qualification, including an honours degree.
- Continuous updating of knowledge and expertise, demonstrating a willingness to learn.
- Eagerness to make an active contribution to the life of the school.
- Keenness to take responsibility for professional development and to use the outcomes for their own benefit and that of the school.
- Drive to achieve the best possible results; high expectations in the tasks and objectives set for themselves and others.
- Effective communication skills: selecting and using appropriate media to communicate, including IT literacy.
- Ability to plan (short, medium and long term), prioritise and manage time well ensuring decisions are implemented; anticipation of problems and challenges, viewing them as an opportunity to do something different and creative.
- Loyalty and integrity.
- Willingness to take on challenges.
- The ability to assimilate different types of information, come to logical conclusions, identify options and make sound judgements; persistence in looking for new and improved ways of doing things.

### Main Duties

#### Teaching

- Planning and preparing courses and lessons.
- Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

## **Other activities**

- Participating in such extra-curricular activities (including sport) as the Head of School shall reasonably direct.
- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.

## **Assessment and reports**

Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## **Appraisal**

Participating in any arrangements that may be made for teacher appraisal.

## **Further training and development**

- Reviewing and seeking to develop your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

## **Educational methods**

Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

## **Discipline, health and safety**

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

## **Staff meetings**

Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

## **Public examinations**

Participating in arrangements for preparing pupils for and mentoring them through public examinations, including the preparation of practice and rehearsal assessments.

## **Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.

### **Management (for teachers in relevant positions of responsibility)**

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- Co-ordinating or managing the work of other teaching and non-teaching staff.
- Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

### **Marketing**

- To be an ambassador for Merchant Taylors' School: representing the School with professionalism, enthusiasm and loyalty at all times
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' School, and be able to relate these to the wider community when required
- To assist with Open Days and other events where applicable and as directed by Heads of Department.

### **Safeguarding Responsibilities**

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

### **General**

Annual objectives will be agreed with the successful candidate assessed and measured through performance appraisal. This job description is current at the date shown, but, in consultation, may be changed to reflect or anticipate changes in the job commensurate with the salary and post title. The job description or person specification does not form part of a contract of employment and each individual task may not have been precisely identified and outlined within the main duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

### **Safeguarding Statement**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.