

**De Aston School  
Teacher  
JOB DESCRIPTION**

**Last Update: March 2017  
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**RESPONSIBLE TO**                      Head of Mathematics

**General**

*School teachers may be required to carry out any of the duties set out in the relevant paragraphs of the latest versions of the School Teachers' Pay and Conditions and Teachers' Standards documents.*

The post holder will support the ethos of the school; helping to create and maintain positive links between the school, home and the local community.

As with all members of the teaching staff, there is a requirement to participate in the school's Appraisal and Performance Management system.

The following items are included in the professional duties which a school teacher may be required to perform under the reasonable direction of the Headteacher.

**Core Duties**

- i     Planning and preparing courses and lessons.
- ii    To teach the assigned pupils, according to their educational needs, in line with the current Teaching and Learning policy.
- iii   To mark, assess, record and report on work, in line with the current school policies, to ensure the progress and attainment of all pupils.
- iv    To organise and participate in extra-curricular activities.

**Other Duties**

- i     To support the current school policies on dress code and the management of student behaviour.
- ii    To promote the general progress and well-being of individual pupils and of any class or group of assigned pupils.
- iii   To provide guidance and advice to pupils on educational and social matters as appropriate to the needs of the pupil.
- iv    To make records and reports on the personal and social needs of pupils as deemed appropriate by the Headteacher.
- v     To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- vi    To communicate and co-operate with persons/bodies/agencies as appropriate to the needs of the pupil and in line with school policies and expectations.
- vii   To participate in meetings, INSETs and CPD requirements as requested.
- viii  To contribute, wherever appropriate, to the wider life of the school.
- ix    To ensure current safeguarding requirements are met at all times and all causes of concern are reported to the Child Protection Officer/ SLT.

*To carry out such other duties which are within the scope of this post, as directed by the Headteacher.*