The English School
Role Definition

Position:	**SUBJECT TEACHER**
Line Manager:	Head of Department
Brief Description	1. To offer professional teaching of his/her subject to the pupils of the School 2. To contribute to the efficient running of the department of which s/he is a member 3. To communicate appropriately with parents to strengthen the home/School partnership 4. To contribute to the overall educational life of the School 5. To maintain and update his/her awareness in his/her teaching area
Main responsibilities and tasks :	1. To teach classes of pupils as directed by the Head Teacher for the number of teaching periods specified in his/her contract and taking into account any reduction of periods resulting either from an agreement in force or from a post of responsibility. 2. To prepare material for classes diligently and to mark pupils' work regularly; this will inevitably require the teacher to work outside the normal hours of work of the School. 3. To set and mark tests, internal examinations and coursework as specified by departmental policy. 4. To attend parent/teacher consultation meetings for all the classes taught and to give constructive verbal reports on pupils in their classes. 5. To write reports upon all pupils taught, as required by School policy. 6. To take all possible steps to ensure that pupils develop good habits and positive attitudes. 7. To maintain effective records of teaching, attendance and pupils attainment and progress. 8. To be a constructive and professional member of one or more departments, attending departmental meetings as required, contributing to the development of departmental policy and practices, and undertaking such aspects of departmental administration as shall be reasonably asked by the Head of Department. 9. To participate constructively in the School Staff Review and Development Scheme according to School policy. 10. To act as a Form Tutor to a class of pupils if so directed by the Head Teacher; in this role to give due attention to the educational, disciplinary and personal development of each pupil in the class; to be responsible in this regard to the Head of Year and to undertake such duties as the Head of Year shall reasonably ask, including attendance at Year Team meetings.

	11. To undertake at least one regular voluntary extra-curricular activity within the School, general on a weekly basis, the nature of the activity to be agreed with the Head Teacher or a Senior Teacher who may be delegated this responsibility. 12. To undertake such other whole-school duties as shall be specified, and to play a part in ensuring adequate staff presence at special School events. 13. To be present on the School site during the School's normal working hours unless *either* permission has been given by a member of the SMT *or* the teacher has signed out in the relevant Signing-Out book. 14. To act at all times while engaged in School duties in accordance with the School's Code of Professional Conduct.
Salary	English School Teacher Scale

Non limiting clause

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies and following consultations with the post holder.