

ALL (CPS) TEACHER STAFF



Job Description

1. AS A MEMBER OF STAFF

Under the guidance and direction of the Headteacher or Deputy Headteacher, to:

- carry out the professional duties of a schoolteacher;
- carry out a share of supervisory duties in accordance with published rosters;
- participate in appropriate meetings with colleagues and parents relative to professional duties;
- implement whole school and Authority policies

2. AS A MEMBER OF A DEPARTMENT

Under the guidance and direction of the Head of Department, to:

plan and prepare courses and lessons;
teach the pupils assigned to her/him, including the setting, marking, assessing and recording of work carried out by pupils in school and elsewhere;
write reports and profiles as required, including the Pupil Progress file;
communicate with parents re. pupils' progress;
participate in arrangements for her/his training and professional development;
prepare courses of study, teaching materials and teaching programmes;
maintain good order and discipline among pupils and safeguard their health and safety, both in school and in authorised school activities elsewhere;
participate in meetings relating to curriculum, administration or organisation;
cover for absent colleagues in accordance with the Education (*Schoolteachers' Pay and Conditions of Employment*) Order, 1987;
participate in public and internal examination arrangements;
register the attendance of pupils at each lesson and complete the daily register in the Lower School and attendance register in the Upper School;
be responsible for her/his teaching room with regard to health and safety, good order, appearance and display;
follow the procedures outlined in the *Staff Handbook*.

3. AS A MEMBER OF A YEAR TEAM

(Tutors and Attached Tutors)

Under the guidance and direction of the Head of Year, to:

- keep an accurate and up-to-date Form Register and to inform the Head of Year of any absence not covered by a note;
- follow the procedures outlined in the *Staff Handbook* including the maintenance of the daily register;
- write tutor reports, including the Pupil Progress file;
- prepare initial drafts for references, testimonials and reports to outside agencies;
- insist on high standards of work, behaviour, attendance and punctuality from members of the Tutor Group;
- check and initial homework diaries on a weekly basis;
- use registrations profitably, and ensure that pupils remain in their tutor group rooms at these times;
- teach the CPSHEE programme
- attend assemblies with the tutor group and supervise their arrival, behaviour and departure;
- participate in meetings called by the Head of Year;
- participate in Parents' Meetings involving the Tutor Group, and foster good home-school relationships.

MORPETH SCHOOL

TEACHER OF SCIENCE

Selection Criteria

Please address these criteria in your application form and interview

1. Qualified teacher of Science.
2. The ability to communicate both orally and in writing as required under the Job Description.
3. The ability to maintain an appropriate record keeping system with particular reference to the requirements of the National Curriculum.
4. A thorough knowledge of present curriculum developments, particularly those relating to science.
5. Knowledge of school and authority policies and the ability to implement them.
6. A good record of attendance and punctuality.
7. Commitment to the protection and safeguarding of children and young people.