



## CRANLEIGH PREP SCHOOL

### SUBJECT TEACHER

**Responsible for:** Subject teaching, appropriate marking and record keeping assessing and reporting on pupil progress and effective contribution to school standards

**Consulting with:** All Staff

**Reporting to:** Heads of Department, Assistant Head Academic and Deputy Head Academic

#### Whole School Responsibilities

- To ensure the school's SEN policy is adhered to
- To keep up to date with school policy documents
- To ensure that appropriate risk assessments are carried out and are kept up to date
- To help with lesson/prep cover when/if required
- To be involved in the extra-curricular and games programme at the school each term
- To cover duty day including playground and changing room duty where appropriate
- To attend INSET and meetings as necessary
- Take responsibility for applying a compliant data protection approach across all activities which involve personal data processing, in line with the School's Data Protection, Information Security and IT Acceptable Use policies
- Any other responsibility as deemed necessary by the Headmaster

#### Specific Responsibilities

- To contribute in general to the high academic standards and disciplinary ethos of the school
- To contribute specifically to the teaching of the department and or year/form

- To keep up to date with current developments in the subject(s) through INSET and other means
- To follow all procedures relating to the testing and assessment of pupils in accordance with School Policy
- To teach according to the guidelines laid down by the School/Department and the requirements of the relevant syllabuses
- To ensure that lessons are well prepared, efficiently resourced and appropriate to the ability level of the pupils in question
- To teach pupils of all abilities with commitment, enthusiasm and to a high standard
- To maintain good classroom discipline
- To be punctual in taking classes and to dismiss them promptly at the end of each lesson
- To take steps to ensure that pupils arrive punctually and properly equipped for the lesson
- To set regular prep in accordance with School/Department Policy
- To mark pupils work in accordance with School Policy and to keep an appropriate record of marks awarded
- To keep a full and appropriate written record of work covered
- To set and mark tests, assessments and examinations and actively to invigilate and supervise as required
- To complete all relevant pupil profiles and reports as required
- To liaise with colleagues on all matters of common concern regarding pupils and the curriculum
- To liaise with parents, keeping tutors informed of all parental contact, where appropriate.
- To ensure that the classroom is an attractive, organised and stimulating working environment with relevant and regularly changed displays
- To help with lesson cover as required
- To contribute to boarding through evening duties as coordinated by the Head of Boarding.
- To order appropriate exercise books, text books and general stationery as appropriate, in consultation with the Heads of Department

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 and to follow the School's Child Protection procedures.

**Changes to this Job Description can occur in liaison with the Headmaster.**

**Reviewed February 2019 by Hannah Pakenham-Walsh**