

# Job Description

## Whole School Teacher

This generic job description covers all subject teachers across the Whole School and has been linked to the British School Teacher's Standards document.

<b>Effective Date:</b>	<b>2025-26 (Revised Annually)</b>
<b>Line Leader:</b>	<b>Head of Department</b>
<b>Supervisory Responsibility:</b>	<b>N/A</b>

### Main Purpose of the Job

- To promote the ethos and the core values of the School.
- Be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all.
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Take a shared responsibility for promoting and safeguarding the welfare of all students.
- To ensure that all British School Teacher Standards are met and adhered to at all times

### Duties and Responsibilities

#### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of students' you teach.
- Be aware of students' capabilities, their prior knowledge and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn.
- Have a clear understanding of the needs of all students and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Use an appropriate range of assessment, monitoring and recording strategies as a basis for setting goals and learning objectives that stretch and challenge students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Be accountable for the attainment progress and outcomes of students you teach.
- Give students regular feedback, both orally and through accurate marking, (where appropriate) and encourage students to respond to the feedback, reflect on progress, and to take a responsible and conscientious attitude to their own work and study.
- Participate in arrangements for examinations, assessments, parent consultation meetings and reporting to parents in accordance with school policy.
- To organise resources and equipment in an appropriate manner, ensuring children can access them and taking due care of health and safety considerations.

- Ensure that high quality lessons which suit the needs of all the students are consistently delivered
- To act as a Form Tutor and to carry out the duties associated with that role.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Build positive relationships with students in the year group, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out supervision duties as directed by the Head of Schools.
- Be responsible for safeguarding the welfare of students, raising any concerns following school policy.
- Celebrate student achievement both in and out of school.

### **Team Working and Collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting and learning and understand the roles they are expected to fulfil.
- Take part as required in the monitoring review, development and management of the activities relating to the teaching/learning curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues where supply cover cannot be arranged.
- Organise and lead an additional After School Activity for two terms each academic year

### **Administration**

- Register and monitor attendance on a daily basis.
- Supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks which may be reasonably expected and ensure smooth and effective running of a class

### **Other Specific Duties**

- To play a full part in the life of the school community.
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all

- To uphold and promote the values and the ethos of the School
- To implement and uphold the policies, procedures and codes of practice of the School, including data protection, health & safety
- To promote the welfare of children and adhere to, and comply with, the School's Child Protection Policy
- To participate and engage with the School's learning and development opportunities, working to continually improve your own performance and that of the School
- To promote teamwork
- To undertake any other additional duties commensurate with the grade of the post as directed by the Heads of Schools

**Note**

*This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.*

***BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance***

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_