

KELLY COLLEGE PREPARATORY SCHOOL

TEACHER OF ENGLISH (p/t 0.66) (Required for January 2012)

JOB DESCRIPTION

The teacher should:

1. Deliver the curriculum to match the needs of each pupil.
2. Attend the daily staff briefings at 8.25am, the weekly staff meeting on Tuesdays at 10.25am, any pre-arranged additional staff meetings and the pre-term meeting/Inset as indicated on the calendar.
3. Keep records of pupils' work in subjects taught.
4. Help pupils set their own targets.
5. Mark pupils' work promptly and consistently in accordance with the marking policy, using positive and constructive comments, and making sure that each child understands.
6. Attend Parents' Consultation evenings, concerts, plays and other school events when relevant eg. Parents' Association functions.
7. Foster friendly but professional relationships with parents.
8. Liaise with classroom assistants.
9. Read, be aware and implement the school policies.
10. Work as an integral member of the team.
11. Provide the subject coordinator with termly plans at the beginning of each term in all subjects taught.
12. Read the noticeboards in the staffroom and keep up to date with what is going on in school and take a full and active part in school life.
13. Produce relevant displays up to date and representative of the work of each child.
14. Be aware of the staff duty rota and fulfil the role when required professionally.

At all times helping implement the policy that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.