



Westbourne
House School
CHICHESTER

JOB DESCRIPTION

TEACHING STAFF

Responsible for: Classroom teaching, appropriate marking and record keeping, reporting on pupil progress, awareness of school arrangements, discharge of duties and maintaining school standards at all times.

Consulting with: All colleagues

Reporting to: Headmaster, Deputy Head & Head of Department

Duties and Responsibilities

- To ensure that lessons are well prepared, efficiently resourced and appropriate to the ability level of the pupils.
- To teach according to the guidelines laid down by the School/Department and the requirements of the ISEB Syllabus, National Curriculum and Scholarship Syllabus.
- To contribute in general to the high academic standards and to keep up to date with current developments in the subject(s).
- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the “thinking” and “behaviour” characteristic and these are delivered specifically and systematically throughout the curriculum.
- To mark pupils work in accordance with the School Policy and to keep an appropriate record of marks awarded.
- To complete all relevant pupil profiles and reports, as required and to report on the development, progress and attainment of pupils.
- To set and mark tests, assessments and examinations and to actively invigilate and supervise, as required.
- To follow all procedures relating to the testing and assessment of pupils at Key Stages 2, CE and Scholarship.
- To set regular prep in accordance with the School Policy and to actively supervise preps, as per the rota.
- To teach the PSHE for the relevant year group, ensuring the pupils are familiar with the Westbourne Way and other relevant policies.
- To keep a full and appropriate written record of work covered.
- To maintain good classroom discipline at all times and support the School’s rewards and disciplinary policies and to take action as may be necessary to promote them.
- To be aware and act upon all policies regarding Safeguarding Children and to liaise with colleagues on all matters of common concern regarding pupils and the curriculum.

- To be in School prior to 8.15am, thus allowing staff to be aware of any changes to routine prior to Registration.
- To be punctual in taking classes, to dismiss them promptly when the bell sounds and ensure that pupils arrive properly equipped for the lesson.
- To ensure that the classroom is an attractive, organised and stimulating working environment with relevant and regularly changed displays, both in the classroom and around the school.
- To be on duty as detailed by the rota and to be aware of the responsibilities of being on duty.
- To be involved in the school's games and activities programme, as appropriate to the role. This includes taking matches on a Wednesday and Saturday.
- To accompany pupils on trips away from the School.
- To participate in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. Staff must attend the weekly Staff Meeting (0750 on Wednesday morning) and should be aware of the contents of the weekly minutes/events and happenings and take appropriate action.
- To attend all relevant Parents' Evenings, Carol Services and Prize Giving events etc. throughout the school year.
- To communicate and consult with the parents of pupils.
- To communicate and co-operate with persons or bodies outside the School.
- To work enthusiastically with the team, engendering a collaborative environment.
- To complete such other duties as may reasonably be required by the School.

Generic

- Attend all statutory training that is required to work within a School.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.