

## **Generic Role and Responsibilities of a Teacher**

*It would be impractical and undesirable to define narrowly and limit the role of a teacher at West Buckland. The school's Ethos and Aims establish clearly that we believe in a broadly based education which provides high quality teaching and academic opportunities for pupils of all ages, supported by a strong commitment to pastoral care and enriched by a stimulating and challenging extracurricular programme. All teachers, therefore, have a broad and varied role.*

The principal responsibilities of a teacher at West Buckland come under the following headings:

1. Teaching and Learning
2. Pastoral
3. Contributor to the extracurricular life of the school

### **Teaching and Learning**

1. Work under the leadership of your head of department(s), prepare and deliver lessons which meet the needs of all pupils according to departmental and school policies and schemes of work. Prepare and deliver lessons that reflect we all share responsibility to positively contribute to the progress of all students including SEN, EAL & AEG needs.
2. Be aware of the pupils on LS register and respond to the needs of those pupils. Raise concerns through agreed methods of pupils displaying LS needs. Be aware of pupils on the Academic Enrichment Group (AEG) register.
3. Place a priority on your own continuing professional development to ensure that pupils' learning and your teaching is of a consistently high standard, is stimulating and contributes to the aims of the school. Participate in peer observation programmes using the Learning Walk Tracker to improve practice.
4. Attend twilight sessions to support continuing professional development. Attendance takes precedence over other school activities.
5. Participate in the school's programme of action research and support conversations
6. Set and assess pupils' work according to school and departmental policies.
7. Contribute creatively to the work and development of your department through attendance at meetings, taking on delegated roles, and other activities. This might involve taking responsibility for year groups or key stages. The sharing of resources within the department is encouraged.
8. Full time teachers should attend all staff meetings including those before term begins and outside the timetabled teaching day. Part timers should attend staff meetings and INSET



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at the beginning of the Autumn and Spring terms if they are contracted for that day / half day.

9. Participate in field work and trips including, where appropriate and reasonable, residential work at weekends and out of term time.
10. Maintain records according to school policies on matters such as pupil progress, assessments, course coverage, welfare, discipline.
11. Provide written target reports to parents, progress grades, information for pupil references and other data according to school policies. Where appropriate, academic concerns should be raised through CPOMS and accompanied by explanation of support already provided
12. Participate in parents' consultation meetings for each class you teach and each group you tutor. Part timers are always expected to attend parents evening, even on days they are not contracted to teach.
13. Maintain good communications with tutors and parents to ensure pupils make good progress and problems are resolved. Make sure HODs are aware of academic issues.
14. Where possible, you should set work when absent from the classroom including during an absence for illness. This should be communicated to the HOD / Deputy Head.
15. Carry out cover for absent colleagues and invigilation of examinations. Be prepared to teach occasionally (rather than 'supervise') for an absent departmental colleague. For longer absence of colleagues, the Deputy Head might ask if extra payment is acceptable for an increased teaching load
16. Support West Buckland Enterprises through engagement with Easter Revision Camps and/or West Buckland Online.

### **Pastoral and Pupils' Welfare**

1. Act as a tutor, either in the boarding community or within a house or sixth form. (See elsewhere for job descriptions.)
2. Be in school by 0830 to be available for communications from colleagues and senior management (including cover), and to be able to begin registration with tutees in the tutor room by 0840. Fulfil the tutor programme with planned delivery.



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3. Participate in the programme of Duties under the direction of the Deputy Head.
4. With full regard for Safeguarding policies and procedures, be ready to listen and respond to any pupil who needs to speak to you to share a concern.

### **Contribution to the extracurricular life of the school**

1. In support of the aims and ethos of this school, all members of staff (including part timers) contribute to the extensive enrichment and extracurricular activities programme for pupils. Contributions will reflect the talents, interests and circumstances of each individual teacher and there is a pro-rata expectation from part time staff.
2. Lead school assemblies within a programme planned by SLT

Spring 2023

Next review Spring 2024