

## **JOB DESCRIPTION FOR A TEACHER AT JAGS**

This generic job description sets out the main roles and responsibilities of a teacher in the Senior School at JAGS. Those holding positions of responsibility have specific job descriptions and Heads of Department may draw up more detailed job descriptions for members of their departments. Above all JAGS teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the school.

In particular teachers are expected to:

- conduct themselves in an appropriate professional manner at all times and to support and foster the aims of the school.
- make themselves familiar with the contents of the Teaching Staff Handbook, including the school's aims and policies, and their own departmental handbook and endeavour to follow closely the guidance and schemes of work provided in these documents.
- ensure that they are familiar with the school's health and safety guidance and be mindful of their own health and safety and that of their pupils.
- undertake the preparation, marking and report writing required to ensure that their pupils achieve the highest possible standards and carry out any reasonable subject-related duties assigned to them by their Head of Department.
- have a responsibility to ensure the safety and good conduct of the pupils, following the guidance in the Teaching Staff Handbook and helping to enforce the pupils' Code of Conduct and Dress Code.
- if full-time, be prepared to undertake the role of a form tutor (or deputy form tutor for Years 10 & 11) as described in the Teaching Staff Handbook.
- carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by the Senior Teachers punctually, efficiently and in accordance with the guidance in the Teaching Staff Handbook.
- If present in school, attend full school assemblies (on Mondays, Wednesdays and occasions such as the start and end of terms), supervising the pupils, unless they have requested from the Headmistress that they be excused.
- Attend staff meetings, parents' evenings, Founder's Day, the Year 13 Leavers' Ceremony and similar important functions out of school hours; participate in either the main Saturday Open Day for prospective parents and pupils or the invigilation or marking of the Saturday Entrance Examination; be willing to accompany school trips undertaken by their own departments or involving pupils whom they would normally teach at that time. (Part-time teaching staff are expected to attend staff meetings only when they would normally be in school last period on the day of the meeting.)
- Notify the Senior Teacher as early as possible if they are going to be absent from school and set appropriate work, as indicated in the Teaching Staff Handbook. Self-certification forms must be completed for sickness (for one to seven calendar days, after which a doctor's note must be provided) and submitted to the Bursary.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Headmistress.
- Complete a professional development annual review form each year, which they then discuss with their Head of Department and the Headmistress.

Furthermore:

- All teaching staff will be provided with their timetable of lessons for the following year before the end of each Summer Term. Part-time teaching staff will normally receive an indication of the number of periods for which they will be required the following academic year by 31 March.
- No member of the teaching staff may undertake private coaching of any JAGS pupil without specific permission from the Headmistress.

### **Working hours:**

It is difficult to quantify the hours which any individual teacher may devote to their work in order to discharge effectively their professional duties. However, guidance to working hours within school is as follows:

- Full-time teaching staff should arrive at school by 8.15 a.m. each morning. They may leave school after their last timetabled lesson each day, provided that they are not required for cover supervision or another duty and that they have signed out. Staff should normally vacate the school buildings by 6.00 p.m. each evening. If they wish to work in the school outside of normal working hours they must seek permission and ensure that the schoolkeepers and Brian MacDonald are informed of their presence.
- Full-time teaching staff are normally allocated a double lesson either at the end or start of the day as a special protected free time. Such “free afternoons” or “late mornings” may be suspended during examination and other busy periods.
- Full-time teaching staff are normally allocated a minimum of 10 non-contact periods each week. Part-time teaching staff are allocated paid non-contact periods according to the formula agreed by the Governors. (For those appointed before May 1999 the formula involves each lesson taught being counted as 1/30<sup>th</sup> and a requirement to be in school for a number of non-contact periods equivalent to the appropriate FTE e.g. 18 lessons taught =  $18/30 = 0.6\text{FTE}$  and a total of 27/45 periods present in school. Those appointed after May 1999 are paid for additional non-contact periods according to the formula one paid non-contact period for every 3.3 periods taught.)

Full-time teaching staff are required to be in school for the staff days at the beginning and end of each term as indicated on the school calendar. Part-time teaching staff are normally required to be in school at least two hours before the full staff meeting held on the day before each term starts and for the staff days at the end of each term.

Full details of the terms and conditions of employment, sickness and maternity benefits, disciplinary and grievance procedures are to be found in the teaching staff contract.

### ***GUIDANCE FOR PART-TIME STAFF***

Staff should:

- Be in school at all times designated on their Timetable, whether the class is present or not
- Attend departmental meetings when normally in school
- Attend staff meetings when normally in school for the last period of that afternoon.
- Be in school 2 hours before the staff meeting held on the day before each term starts.
- Have duties/cover in proportion to hours paid if teaching more than eight periods.
- Be present at Parents’ Evening and important functions out of school hours, e.g. Founder’s Day, Prize Giving, whenever possible.
- Be in school on the last day of term, (staff day in summer) unless given specific permission by the Headmistress not to be present.

Any necessary variation to the above must be agreed with the Deputy Head and Head of Department and the Senior Teacher must be notified.

Full details of the terms and conditions of employment, sickness and maternity benefits, disciplinary and grievance procedures are to be found in the teaching staff contract.