ASSISTANT TEACHER

1. GENERAL CONSIDERATIONS AND RESPONSIBILITIES

1.1 To act as a role model to pupils through always being punctual and well prepared and to maintain at all times appropriate professional relationships and an atmosphere conducive to learning.

1.2 To attend whole School, House and Year Assemblies where appropriate and to supervise pupils.

1.3 To maintain good order and discipline among the pupils, safeguarding their health and safety both on School premises and when engaged in authorised activities elsewhere.

1.4 To participate in staff and other meetings relating to the School's curricular, pastoral or administrative arrangements.

1.5 To undertake cover for other teachers, supervising, and so far as is practicable, teaching pupils whose teacher is unavailable, for a period not greater than 38 hours each academic year.

1.6 To undertake other duties from time to time as the Headmaster or Deputy Head/Vice Principal may reasonably request.

2. TEACHING AND ASSESSMENT RESPONSIBILITIES

2.1 To have up-to-date subject knowledge and to prepare and plan lessons which deliver the Department's Scheme of Work.

2.2 Under the direction of the Head(s) of Department to contribute, in a manner appropriate to a Grammar School, to teaching in the Department(s) to which the teacher is attached.

2.3 To participate, as directed by the Head of Department, in the development of appropriate specifications and materials, and the writing of Schemes of Work as reasonably requested and contributing to the development of Departmental policy.

2.4 To utilise information or data on prior pupil attainment in planning lessons and to ensure that opportunities to make differentiated provision are taken.

2.5 To set and mark homework regularly in accordance with published schedules and to have regard to the contribution which formative assessment can make to pupils' learning.

2.6 To assess and record the progress of pupils in accordance with the School's assessment policy.

2.7 To complete School reports and individual pupil reports or references and to provide commentary which enables pupils to improve when appropriate.

2.8 To attend Parents' Evenings to discuss the progress of pupils and to adopt on such occasions an approach which is constructive and identifies what the pupil needs to do to effect further improvement.

2.9 To keep under review methods of teaching and programmes of work and to co-operate with others in such collaborative endeavours.

3. PASTORAL RESPONSIBILITIES

3.1 To be *in loco parentis*, responsible for the welfare of pupils in the form and the first point of contact for those seeking help or guidance or wishing to express concern.

3.2 To promote high standards of behaviour, attendance, punctuality and attitudes to work. To ensure that pupils' dress and appearance conform to the requirements set out in the School Rules.

3.3 To encourage pupils to develop their interests and talents through participation in extra-curricular activities and the broader life of the School.

3.4 To investigate incidents of misconduct or inappropriate behaviour by members of the form, drawing upon the support of the Head of Year when required, and to keep written records of any such incidents.

3.5 To contribute a Form Tutor's comment on reports for all pupils in the form when required, focusing upon aspects of personal conduct, participation and achievement not covered by academic or subject commentary.

3.6 To monitor the academic progress of members of the form, in co-operation with the Head of Year, and to offer guidance to pupils who are underperforming.

3.7 To attend meetings with parents of pupils in the form to discuss pastoral issues or academic progress as required by the Head of Year, Head of Key Stage or Vice Principal.

3.8 To discharge effectively a range of administrative duties including:

a) Registering the form daily using SIMS
b) Collecting and forwarding absence notes to the Reception Office and notifying the office of any absences which are not covered by notes and of pupils whose absence has extended to a third day without explanation.
c) Issuing letters and circulars to parents and collating reply slips where necessary.
d) Attending Pastoral meetings and contributing as appropriate.
e) Monitoring the pupils' use of the homework diary

4 PERSONNEL, PRSD AND CPD RESPONSIBILITIES

4.1 To contribute, as requested, to the professional development of other teachers and support staff, including the induction and assessment of new teachers.

4.3 To participate in arrangements relating to PRSD, as reviewee and reviewer if appropriate.

4.4 To participate in arrangements relating to further training and professional development.