Job Description for a Teacher at The Ladies' College (Senior School), Guernsey.

As a teacher at The Ladies' College you are expected to make a contribution to the school both by teaching your subject and by participating in the life of the school community. The following Job Description does not specify all the ways in which this contribution can be made but it provides a guide to what is expected. (It is recognised that the obligation of part-time colleagues to activities outside their direct pupil contact time may be on a pro-rata basis).

Teaching.

a) Encouraging each pupil to develop her/his potential to the full.
b) Planning and preparing appropriate courses and lessons.
c) Attending departmental meetings and working within the framework of departmental organisation, syllabuses and schemes of work.
d) Assessing, recording and reporting pupils' academic development, progress and attainment in accordance with departmental policy.
e) Invigilating internal and external assessments including examinations.
f) Participating in Parent/Teacher meetings as appropriate.

General Pastoral Duties.

a) Safeguarding the well-being, health and safety of pupils in your charge both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
b) Making the relevant Form Tutor aware of any student's academic or social problem(s).
c) Maintaining discipline and high standards of conduct, courtesy and appearance among pupils at all times and co-operating in this with other members of staff.
d) Undertaking the specific responsibility of a Form Tutor when required (ref. Staff Handbook).

Review and Professional Development.

a) Reviewing teaching methods and programmes of work in line with departmental policy.
b) Participating in Performance Management Reviews and undertaking further training and professional development as appropriate.
c) Attending school-based In-service Training days.

General Commitments to the School Community.

a) Participating in staff meetings.
b) Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them.
c) Attending School Assembly (ref. Staff Handbook).
d) Sharing necessary duties e.g. end of school and refusal. (Refer to Staff Handbook).
e) Taking reasonable care that departmental equipment and text books are in good order and that school property for which you are responsible does not get lost.
f) Attending certain 'whole school' functions such as Speech Day, Carol Service, Leavers' Service, Presentation Evening, Athletics Sports, Swimming Sports, Open Morning and Choices Evening.

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.

Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.