



FARNBOROUGH HILL
WHOLEHEARTEDLY

TEACHERS' JOB DESCRIPTION

Full-Time Teacher

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement.
- Within the aims, values and ethos of the School, to work as a member of a department, being immediately accountable to the Head of that department.
- To make a reasonable contribution to the School's extra-curricular programme.
- To prepare and deliver lessons according to departmental specifications and schemes of work.
- To mark and assess work regularly, providing regular feedback to pupils, according to the School and departmental policy.
- To assist in the smooth running of the department.
- To share in the setting and marking of subject tests and examinations.
- To give effort and attainment grades and to complete Records of Achievement reports as required by the School's reporting procedures.
- To share in the department's development with regard to courses of study, teaching materials, methods and target setting.
- To attend INSET for individual professional development.
- To keep a record of attendance in lessons.
- To attend staff meetings, department meetings, parents' evenings, open mornings and staff INSET days, and other meetings as required.
- To attend Prize Giving.
- To attend school assemblies, House assemblies and Year Group meetings.
- To take afternoon registration when teaching or covering Period 5.
- To undertake supervisory duties.
- To share in cover for absent staff, examination invigilation and the administration of the entrance examination.
- To keep up-to-date with all school information e.g. weekly bulletin, examination invigilation, staff handbook, cover requirements and to check pigeonhole.
- To read minutes of staff meetings.
- To provide information for references including UCAS.

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"EDUCATING THE WHOLE PERSON"
since 1889



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- To be part of a tutorial team.
- To participate in the School professional review scheme.
- To be responsible for the care and oversight of the areas in the School, such as noticeboards, designated by the Head of Department.
- To liaise with the Head of Department concerning academic issues.
- To liaise with Form Tutors and Heads of Year concerning pastoral issues.
- To undertake such other duties and tasks as the Head requests, including some which may be out of school hours.

Part-Time Teacher

- Part-time staff are expected to perform all the duties of full-time staff but in a pro-rata capacity. At times, there is an expectation for part-time staff to attend events outside of their usual working hours. These will include staff meetings, staff INSET days, school assemblies and the entrance examination on a pro-rata basis.
- The participation of part-time staff in activities beyond the classroom is very much appreciated. Indeed, their support of the pastoral system, as Deputy Form Tutors, is invaluable.