

## Teaching staff – professional duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties shall be deemed to be included in the professional duties, which you may be required to perform:

### Teaching

1. Planning and preparing courses and lessons
2. Teaching, according to their educational need, the pupils assigned to you, setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere
3. Assessing, recording and reporting on the development, progress and attainment of pupils

### Other Activities

4. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
5. Providing guidance and advice to pupils on educational and social matters
6. Making records and reports on the personal and social needs of the pupils
7. Communicating and consulting with the parents of pupils
8. Communicating and co-operating with persons or bodies outside the School
9. Participating in meetings arranged for any of the purposes described above
10. Performing general supervisory duties as required
11. Accompanying pupils on trips away from the School

### Assessment and reports

12. Providing or contributing to oral written assessments, reports and references relating to individual pupils and groups of pupils

### Appraisal

13. Participating in any arrangements that may be made for teacher appraisal

### Further training and development

14. Reviewing from time to time your methods of teaching and programme work
15. Participating in arrangements for your professional development

#### Educational methods

16. Advising and cooperating with the Head and other teachers (or any one or more of them) on the preparations and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

#### Child protection, discipline, health and safety

17. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact
18. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

#### Staff meetings

19. Participating in meetings at the School, which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements

#### Public examinations

20. Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments

#### Administration

21. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials
22. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.