



ST PAUL'S SCHOOL
Est. 1509

JOB DESCRIPTION

Assistant Teacher

Department	Academic
Line Manager	Head of Department

Duties

- Every member of staff, regardless of other responsibilities, has a main role as a classroom teacher. The principal duties of the classroom teacher include:
- Inspiring children with enthusiasm for the subject and a love of learning and encouraging the education of pupils beyond the exam specifications;
- Teaching across the full age and ability range, according to school policy, and preparing lessons, following the department's schemes of work or agreed syllabus;
- Records of course outlines should be kept for perusal by the Head of Department, Line Managers and Inspectors;
- Contributing to schemes of work and resources and to the development of the departmental policy;
- Accompanying overseas exchanges and study trips;
- Maintaining an orderly working environment in the classroom, following the school's policies on behaviour and equal opportunities;
- Keeping up to date with current developments in the subject and attending relevant in-service training both within and out of the school;
- Regular marking of pupils' work, keeping attendance registers and carrying out assessments according to the department and school policy, including regular feedback given to pupils and parents as required;
- Regular setting and marking of homework, according to school policy;
- Maintaining and regularly changing stimulating displays in classrooms and corridors;
- Attendance of departmental and school meetings;
- Liaison with parents and colleagues where appropriate;
- Adhering to all the school's policies including equal opportunities and health and safety;
- To refer to tutor and Undermaster where necessary over pupils causing concern;
- Promotion and support of extra-curricular activities;
- To be available for library, Private Study supervision and general cover as required;
- To be part of the Duty rota;
- Invigilation of examinations as required;

- To attend Monday morning assemblies and whole school events as required by the High Master;
- To run or be involved with at least one lunchtime commitment per week over the year;
- Involvement with tutorial system as required;
- Dress code: jacket and tie for men, smart office dress for women;
- To perform such other tasks as the High Master may from time to time reasonably require

Personal Profile

- Strong academic profile
- Excellent classroom practitioner (or potential to be so)
- Good communication, both orally and written
- Ability to work well as part of a team, and to build trust and openness
- Ability to earn respect of staff, pupils and parents
- Discretion, courtesy, honesty and integrity
- Equable and calm disposition
- Reliable, punctual, hardworking and well organised
- Proficient in the use of IT
- Willingness to be involved in the wider life of the school