Millfield Prep School

Teacher – Main Tasks and Job Skills

Job Title: Teacher

Responsible to: Teachers are responsible to the Headmistress via their Head of Department.

1. Plans, prepares and teaches effective lessons meeting the educational needs of all the pupils by:
   - Following the requirements of the School curriculum;
   - Making full use of all the teaching resources available including information technology;
   - Setting and marking pupils’ work including coursework and exams with the specified deadlines and in line with the school’s marking policy;
   - Reporting, through periodic progress assessments and reports, on pupils’ progress, attainments and efforts in accordance with school policy;
   - Supporting and preparing pupils thoroughly for any internal or external examinations;
   - Reviewing the results of internal and external examinations and making appropriate changes to improve individual and overall results.
   - Prepare pupils for Scholarship to Millfield and other independent schools, Continuous Curriculum and Adapted Continuous Curriculum Examinations.

2. Maintains accurate records of pupils’ progress for external and internal use by writing assessments, reports and testimonials in a fair, consistent and timely manner.

3. Communicates effectively with pupils, parents and colleagues by responding promptly to letters, telephone calls, emails and queries and by attending relevant meetings, parents evenings and other events.

4. Supports colleagues and the Head of Department by covering absences, developing new courses and teaching methods, offering ideas, sharing experience and assisting with general administrative or other reasonable tasks.

5. Assists in maintaining the discipline, neat appearance, good behaviour, health and well-being of pupils on and off school premises by implementing school policies.

6. Participate in the delivery of the school’s pastoral and academic tutorial system.

7. Supports and implements fully School policies by:
   - attending relevant training and development programmes
   - undertaking boarding duties (as agreed with the Headmistress) and extra-curricular programmes.
   - supporting the marketing programme
   - representing the school in a professional manner
   - follow the policies and practices laid down in the Department Handbook
   - follow the policies and procedures laid down in the Staff Handbook and other whole-school documentation.
   - participate in the school’s extra-curricular programme
   - Attend and contribute to departmental meetings, INSET and others as required
8. Supporting events outside normal school hours, eg plays, concerts, open mornings etc.

9. Carry out relevant duties according to the duty rota.

10. Participate in the School’s appraisal programme.

11. Undertake such tasks, within the Department, that the Head of Department might reasonably request.

12. Ensure that all Health and Safety regulations are observed.

13. Participate in the areas outside the department such as games, activities, boarding etc.

14. The marking of registers, ensuring absences and lateness are accounted for, taking appropriate action where they are not.

15. The undertaking of any other administrative duties in respect of their class as required.

16. Play a part in assemblies as required and escorting the class to and from assemblies.

17. To participate in meetings with parents and colleagues at school which relate to the administration, organisation and curriculum of the school.

18. Take on the role of a group tutor (see the attached description of the duties of a group tutor).

19. Undertake the core workload

Skills Required

- Is determined to complete a task or action and get the job done on time and to the appropriate quality;
- Communicates clearly orally and in writing according to the needs of different people and their differing requirements (pupils, parents, colleagues, members of the public);
- Shows good judgment in a range of situations;
- Gathers, analyses and evaluates information to achieve the best outcome;
- Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively;
- Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity;
- Manages own time and information in an effective manner and makes best use of resources available;
- Is adaptable, flexible and resourceful and able to respond to, and manage, change;
- Represents the department and school in a professional manner.

The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted

SIS/Feb 14