



# ROEDEAN

## Statement of Professional Duties for Full-Time and Part-Time Teachers

A Teacher at Roedean shall carry out the professional duties of a Teacher as circumstances may require under the reasonable direction of the Head, including such particular duties as may reasonably be assigned to him/her, in accordance with his/her Job Description and the normal practice of Roedean School. The Teacher is accountable to his/her Head of Department in the first instance. At all times the teacher is expected to demonstrate respect for diversity and promote equality.

### Professional Duties

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

#### 1. Teaching

1.1. Planning and preparing courses and lessons

1.2. Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere

1.3. Assessing, recording and reporting on the development, progress and attainment of pupils, in each case having regard to the curriculum of the School.

#### 2. Other Activities

2.1. Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to him/her.

2.2. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.

2.3. Making records of, and reports on, the personal and social needs of pupils.

2.4. Communicating and consulting with the parents of pupils.

2.5. Communicating and co-operating with persons or bodies outside the school, where relevant.

2.6. Participating in meetings arranged for any of the purposes described above (including attendance at Parents' Evenings relevant to pupils under the Teacher's guidance).

### **3. Assessments and Reports**

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

### **4. Staff Review**

Participating in any arrangements made by the School for the staff review of his/her performance and that of other Teachers or other Non-Teaching staff where appropriate.

### **5. Tutoring**

All full-time staff are required to act as a Tutor for which a period allowance is given.

### **6. Review, training and development**

6.1. Reviewing from time to time his/her methods of teaching and programmes of work.

6.2. Participating in arrangements for his/her further training and professional development as a Teacher.

6.3. Heads of Department are required to carry out two formal, graded lesson observations per year of each member of their department. Other full time teachers and part time staff teaching more than 13 periods per week should observe two lessons during the academic year, at least one of those outside their department. Part time staff teaching 13 or fewer lessons per week are required to carry out one lesson observation during the academic year.

### **7. Educational methods**

Advising and co-operating with the Head, Deputy Head: Academic and other Teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **8. Safeguarding, Discipline, Health and Safety**

8.1. Maintaining good order and discipline among the pupils and safeguarding their health and safety whilst on the premises and when they are engaged in authorised school activities elsewhere.

8.2. Liaising with the Health Centre, Senior Tutors, and House Staff as appropriate.

8.3 Recognising their responsibility for the safeguarding of the children in the care of the school and their requirement to respond immediately to any aspect of concern relating to a child's safeguarding whether it happens within the school environment and community or outside.

### **9. Meetings**

9.1. 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.

9.2. Part-time Teachers: Participating in meetings arranged for any of the purposes described above, whenever such meetings immediately precede or succeed the Teacher's normal teaching session in the same day.

## **10. Functions**

Attend all major school functions as notified in advance, including Speech Day, Open Days, and Roedean Day.

## **11. Cover**

11.1. Cover for absent teaching colleagues including supervising and, as far as practicable teaching any pupils during the academic day for up to three periods per week.

11.2. Part-time Teachers are expected to provide cover related to their teaching commitment as follows:

1 – 11 ppw	1 cover period
12 – 22 ppw	2 cover periods

## **12. Public examinations**

12.1. Participating in arrangements for preparing pupils for public examination and in assessing pupils for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for, and pupil's presentation for, and supervision during such examinations.

12.2. Part-time Teachers would only be required for such invigilation when this occurs during their normal teaching session.

## **13. Management**

13.1. Contributing to the selection for appointment and professional development of other Teachers, and where appropriate non-teaching staff, including the induction and assessment of new Teachers.

13.2. Co-ordinating or managing the work of other Teachers.

13.3. Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

## **14. Significant Contribution to School Life**

All full-time and part-time Teachers of 15 ppw or more are expected to take on one specific aspect of activity as a significant contribution to the whole School e.g. Clubs, Subject Clinics, Cricket, support for Duke of Edinburgh Award Scheme. All full time teachers are expected to contribute at least one evening and one weekend duty per term to support the wider enrichment programme.

## **15. Administration**

Participating in administrative and organisational tasks related to such duties as are prescribed 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.

**16. Assembly/Chapel** (applicable to full-time Teachers and part-time Teachers if they teach during that session).

16.1. All Teachers are expected to attend assembly on the dates published each term.

16.2. All Teachers are expected to attend Chapel on the dates published each term unless the

Teacher has formally informed the Headteacher that he/she cannot attend on the grounds of religious conscience.

### **17. Pastoral Care**

17.1. The Teacher should actively support the House to which they are attached.

17.2. All Teachers should sit with the girls in their dining room for one meal each week.

### **18. Escort Duty**

Escorting a coach to/from London at the start and end of each term, long leave and exeat weekends will be a separate responsibility payable per session.

### **19. Hours of Work and Salary Calculations**

19.1. Full-time teaching staff will be expected to teach 22 x 50 minute periods, including a tutor period where applicable.

19.2. Teachers will receive an agreed time allowance where this is clearly defined in their Job Descriptions.

19.3. Part-time Teachers will be paid on the basis of 1/22 for each period taught.

19.4. Remuneration of full and part time Teachers shall be in accordance with the Roedean Scale.