



TEACHERS' JOB DESCRIPTION

Outline

The ability to teach to GCSE and A level standard as a Teacher is essential and experience of delivering teaching in the relevant subject to GCSE is desirable. The post holder also has to be capable of enthusing students and promoting the importance of their relevant subject to the young people of Gordonstoun in order to help them gain formal qualifications and aid them in taking their place as twenty-first century international citizens. All candidates should be registered or eligible for registration with the General Teaching Council for Scotland, as this is a condition of employment.

Background

Teaching and Learning are the central activities in the School and all heads of curriculum areas play a key role in pursuing the highest standards of teaching and learning in their subject in line with the cultural ethos and mission statement of the School. This job description below outlines the responsibilities of the post of Teacher within their relevant subject. It is intended to be a helpful document which gives as clear a guide as possible, not only to assist a colleague by acting as a checklist, but also to make other staff aware of their colleagues' responsibilities.

Main Activities of a Teacher at Gordonstoun

Curriculum:

- To plan and teach excellent lessons.
- Build good relationships with all students.
- Be a leading classroom practitioner with a proven track record of success.
- Previous examining experience would be an advantage
- Needs to be committed to strategies to improve teaching and learning.
- Able to develop the skills of learners to equip them for the 21st century.
- Experience of teaching in their relevant teaching subject at A Level or at an equivalent level.
- Knowledge and experience of recent developments in teaching, including use of ICT in the classroom.
- Mark and assess student work regularly.
- To establish and make explicit the aims and objectives of the relevant subject department they are working in and to help to evaluate and develop curricula to meet these objectives.
- To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- To promote teaching and learning styles which stimulate pupil interest and involvement in learning
- To keep up with developments in their relevant teaching subject through attending appropriate INSET sessions

Contribution within the relevant department:

- Be an exemplary teacher and to demonstrate excellent teaching skills and to be a practitioner of good practice.
- To inspire students and to provide enthusiasm in this curriculum area.
- To promote the subject beyond the classroom e.g. extra-curricular activities, wall displays.
- To provide counselling as may be required and liaise with higher education in conjunction with the careers department.
- To promote cross curricular co-operation.

Students:

- To establish appropriately high levels of expectation of pupils at all Key Stages by setting down clear guidelines for establishing good standards of behaviour and achievement, including the careful presentation of work and the care of books and equipment.
- To follow and to contribute to the relevant department procedures for the monitoring and recording of student progress.
- To ensure the reporting policy is followed
- To adhere to the school's assessment, reporting and recording framework and to ensure that the agreed policy of the relevant department is followed by members of the team including the consistent awarding of Merits across the Department.
- To prepare students for external examinations which involve internal assessment and external moderation and to provide marks arising from these assessments to Heads of Departments.
- To participate in internal moderation of external examination components which are assessed internally and moderated externally, within their department
- Help with the assessment of sitting of internal exams where appropriate.

Resources and accommodation

- To enhance the learning environment through the effective display of students work and other materials and through care of the environment.

Whole School Responsibilities:

- To further the tone and purpose of the School by example.
- To foster and support activities in the interests of the school community.
- To be a member of school committees and working parties as appropriate

Community Responsibilities:

- To ensure effective dialogue with parents in accordance with school policies
- To foster our relationship with feeder schools and higher education institutions
- To liaise with external agencies and employers as necessary
- To develop our relationship with other schools
- To write reports on individual students on their progress in their relevant subject in accordance with the school reporting policies and timetables

Safeguarding children

- The post holder has a responsibility for promoting and safeguarding the welfare of children and young people
- This includes children that they are responsible for and come in contact with. The post holder must adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times.

ADDITIONAL RESPONSIBILITIES OF A FULL-TIME MEMBER OF STAFF

1. To help cover short term absence of staff.
2. To assist with the invigilation of exams.
3. To help supervise sessions, such as Form Supervisors at the start of term, required for the School and smooth running of the academic curriculum.
4. To participate in the weekly Activity and Service programme of the school as arranged by the DHC.
5. To participate in the staffing of any additional curricular activities and events, as required by the DHC. For example expeditions, team fixtures, rehearsals etc.
6. Unless occupying another position of pastoral responsibility to act as a Tutor in one of the boarding houses (see separate job description), as arranged by the Deputy Head Pastoral.

7. To assist with school duties as arranged by the Deputy Head Curriculum. These will include:

- Joining one of the School Duty Teams
- The General Duty rota
- The Leave-Out Duty rota
- The start/end of term Travel rota

8. To take a full part in the life of the School beyond the classroom, including regular attendance at school functions.
9. To attend morning chapel at least twice a week.
10. To perform whatever additional duties may reasonably be required by the School.

Conditions:

Teaching staff are eligible for membership of the Scottish Teachers Superannuation Scheme

These notes are for general information only and the appointment will be subject to signature of formal conditions of employment.

