



## **TUDOR HOUSE**

### **POSITION DESCRIPTION FOR TEACHER**

#### **INTRODUCTION**

All jobs within Tudor House are designed to support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

Tudor House views all its employees as “teachers” inasmuch as it recognises that the service given, even if not in a classroom, supports an environment wherein boys are witnessing professional and dedicated behavior. All employees of Tudor House contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

No job description can adequately describe all the tasks that might form part of a colleague’s duties. However, it is important that the essence of the job be described, for this can help colleagues to understand their job, and it can also help with staff appraisal for it provides the criteria against which a colleague can be measured both by themselves and by their supervisor.

It should be remembered that jobs tend to evolve and change over time. Therefore, this job description will need to be reviewed and updated from time to time.

#### **NATURE AND SCOPE**

To be responsible to the Head of School for the development of sound teaching practices, clear assessment and evaluation strategies, good classroom management and thoughtful planning (recognising the special character of the School as recognised through the school scheme) so that girls and boys may reach their true potential in all academic areas.

## **OBJECTIVES, TASKS, RESPONSIBILITIES**

- To have a sound knowledge of good teaching techniques.
- To show a sound application of the good teaching techniques in all classes taught.
- To be able to plan carefully and to do so on a Long Term and Short Term basis, so as to enable boys to develop fully, and in a systematic manner, in all curriculum areas taught.
- To be able to associate well with young boys and to be sympathetic to their needs so to create a positive and supportive learning environment.
- To be aware of the needs of parents who are keen for their daughters and sons to do well in all areas – academic, social, physical, creative, spiritual.
- To be involved in the boarding, sporting, spiritual, pastoral and cultural aspects of School life in an effective and sympathetic manner.
- To be responsible for the development of any curriculum or specialist areas as allocated by the Head of School.
- To be part of curriculum committees as allocated and to work on reviewing, rewriting or implementing curriculum matters.
- To be responsible for and manage those Budget funds as allocated by the Head of School.
- To attend the appropriate Professional Development Courses as seen appropriate by the Headmaster.
- To attend and participate in School Meetings, workshops and courses that are seen as appropriate by the Headmaster.
- To keep the Head of School informed of;
  - the progress of girls and boys;
  - where assistance with programme and/or class management is required;
  - girls and boys who are absent or not following School rules;
  - problems with equipment or breakages;
  - the need to upgrade plant or teaching materials.
- To represent the School on IPSHA groups as allocated by the Head of School.
- To be responsible for all resources, text and library books, furniture and Audio Visual equipment that belongs to the School, including returning all equipment etc to the appropriate places.
- To display boys work well and where necessary marked, thus creating a bright and inviting educational environment.

- To Chair or be Secretary to allocated Staff meetings
- To be aware of Work, Health and Safety issues and to report incidents and issues that need attention.

## **GENERAL REQUIREMENTS**

Employees at Tudor House are expected to:

1. Ensure a professional relationship with students and colleagues at all times and particularly bearing in mind the School's Code of Conduct (see para 4.2 within the School's "Policy to Protect Children in Its Care" booklet forwarded to you;
2. Participate in an induction process to be undertaken by the Head of School when the nature of your relationship with students will be more fully explained and you will be able to ask questions to clarify the boundaries in respect to these relationships;
3. Be supportive of the School's ethos and helpful in advancing the mission of Tudor House.
4. Be good ambassadors for the School.
5. Work well on their own and be pro-active in the fulfilment of their duties.
6. Work well collegially and be able to promote harmony and wellbeing within the workplace.
7. Have good interpersonal skills and be able to work in a friendly and cooperative manner with colleagues.
8. Support Equal Opportunity, adhere to Occupational Health and Safety guidelines, and fulfil their duty of care.
9. Adopt behaviour which is supportive of other colleagues irrespective of their race, culture or background.
10. Contribute to their professional development and seek to improve those skills which will be drawn upon in the fulfilment of their role within the School.
11. Be good role models in terms of personal hygiene, grooming, language and punctuality.
12. Possess the very highest standards of integrity and honesty.