



# WOODBRIDGE HIGH SCHOOL

## CORE TEACHING JOB DESCRIPTION

**Purpose:** To carry out the functions of a teacher at Woodbridge High School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

These responsibilities must be carried out in conjunction with the duties of teachers as set out in the annual Teachers' Pay and Conditions Document.

### **Principal Duties and Responsibilities:**

1. To adhere to and promote all school policies and organisational procedures.
2. To meet all school expectations as published annually in the Woodbridge Way document.
3. To carry out duties in such a way as to promote harmonious professional relationships with and between staff and with all stakeholders.
4. To meet Core Teaching Standards and UPS Standards as applicable.
5. To plan, prepare and teach assigned lessons to students according to their educational needs including the setting of cover work when absent from school.
6. To provide marking and feedback to students in line with the published school policy.
7. To assess, record and report on the progress, attainment and development of students as scheduled within the school calendar including attendance at parent evenings.
8. To adhere to and promote all school safeguarding policies and practices and ensure that all students are registered in every registration and lesson attended.
9. To maintain good order and discipline among students safeguarding their health and safety within and outside of lessons and when they are engaged in authorised school activities off site.
10. To participate in the school's appraisal procedures and to take responsibility for your own professional development through engagement with the school's CPD programme as appropriate.
11. To attend meetings and other events as required by the post-holder's specific post requirements.
12. To be the form tutor of an assigned group of students, or to be attached to a year team and to carry out duties as directed by the Year Coordinator.
13. To carry out supervisory duties outside the classroom in accordance with the published schedule.
14. To maintain high levels of attendance and punctuality and to follow school procedures for reporting personal absence or lateness.
15. To carry out any other tasks that are reasonably requested within the area of this responsibility