
Job Description

PROFESSIONAL DUTIES

UPPER SCHOOL

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. Teaching

You are expected to teach the classes assigned to you by your Head of Department. This will involve at least the following:

- a. planning and preparing all courses and lessons that you teach
- b. teaching the pupils in every period shown on your timetable except by arrangement (detailed elsewhere)
- c. in a class of mixed ability, differentiating between the different abilities
- d. setting and marking prep as shown on the prep timetable (Block II)
- e. setting and marking the agreed amount of private work (Block I)
- f. assessing, recording and reporting on the development, progress and attainment of all the pupils whom you teach.

2. Other Academic Duties

You are expected to do the following:

- a. attend Departmental meetings, seminars, symposia and INSET (whole-staff or Departmental) as arranged
- b. attend whole-staff meetings as arranged
- c. report to parents on the progress of each pupil you teach by way of a termly written report and in person at each year-group's annual Parents' Conference
- d. give your judgement about estimated grades for public examinations
- e. write a full academic testimonial for each pupil you teach to be included in UCAS testimonials
- f. in general, promote the academic performance, progress and well-being of every pupil you teach
- g. provide guidance as requested on academic matters
- h. fulfil the necessary academic administration for your subject

3. Pastoral Duties

In the Upper School, the Headmaster appoints members of staff to posts of special responsibility (e.g. Housemaster, Assistant Housemaster etc.) and there are special contractual agreements or job descriptions for such posts, issued separately.

Otherwise, all teachers in the Upper School are attached to one of the Houses as an "Out-House Tutor".

The duties vary between Houses but typically follow this pattern:

- a. in a Boarding House, you do one night's duty per week (Monday – Friday) from 7.30 p.m. – 10.30 p.m. A substantial meal is provided free in the SCR refectory on such nights.
- b. you may be assigned a group of Block II pupils for whom you will have a special responsibility to the Housemaster or Housemistress. These responsibilities are shown elsewhere.

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- c. in a Day House, you will be asked to be on duty in the house at least once a week during the day. There is a specific Tutor-group time in the weekly routine, when you are expected to conduct a tutorial session following the guidelines suggested by the Block II Senior Tutor.
4. Games and/or Monday Afternoon Activities (known collectively at Clifton as co-curricular activities)
- a. you are expected to make at least a reasonable contribution to co-curricular activities, which at Clifton are seen as part of the education which we offer.
 - b. your contribution to these activities will be assessed annually as part of the formal Appraisal process. Inevitably there will be considerable variation in the amount of time individual teachers can contribute but – in broad terms - it is expected that all full-time teachers should be involved in co-curricular activities on at least 2 – 3 afternoons per week.

5. Other Duties

- a. there are various other general duties which full-time teachers are expected to share: detentions, Saturday night supervision and so on. Such duties occur very approximately at the rate of one per term.
- b. in addition to your teaching timetable, you may be asked to cover periods for colleagues who are absent for any reason. This is known as the Shadow Timetable, and is based on the real Teaching Timetable. The requirement is simply to supervise a class, not to teach it.
- c. you are expected to attend Morning Chapel (or Synagogue) and compulsory (*starred) Sunday services; the latter occur approximately every third Sunday.
- d. you are expected to attend school assemblies (usually weekly), Commemoration speeches and other events, and similar important school functions.
- e. You are expected to meet the College Minimum Teaching Standards.
- f. You are expected to carry out other reasonable duties as requested by your line manager, or the Head Master.

6. Child protection, discipline, health and safety

- a. You are responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- b. You are expected to maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the College premises and when they are engaged in authorised school activities elsewhere.