

## EAL TEACHER – JOB DESCRIPTION

### Job Description

#### Teaching

- Planning and preparation of courses and lessons for the classes assigned to her/him in accordance with the department's curriculum planning, including the implementation of the curriculum.
- Teaching appropriately the students assigned to him/her according to their needs. (This includes the setting, marking, assessing of class work, homework and other projects and field work etc.)
- Keeping records of students' attendance, class work and homework.
- Participating in public and internal examination arrangements as well as other assessment programmes, including profiles and records of achievement.
- Communicating with parents about students' progress in accordance with College and departmental policies.
- Being responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.
- Sharing in the Department's work in curriculum development with regard to courses of study, teaching material and methodologies used.
- Adhering to all agreed departmental and whole school policies e.g. marking, homework, SEND and equal opportunities.
- Undertaking additional administrative duties as directed by the Principal/Director of Studies.

#### Pastoral

- All members of staff will either be a tutor or will be allocated to a particular cohort of students. Duties of a tutor include:
- Carry out a share of supervisory duties to support the boarding team. 1 evening a week until 20:15 (prep duty) and 2 Sundays per term 10:00-18:45 supporting trips or the boarding house.
- Keep accurate up to date tutor group registers following up on all lateness and absences in accordance with college procedures.
- Check student planners regularly.
- Contribute to the monitoring of achievement of students within the tutor group.
- Liaise with senior staff, other teachers, boarding staff and outside agencies as appropriate about members of the tutor group.
- Undertake additional duties as directed by the Principal and Deputy Principal.

### General Responsibilities

- Maintaining good order and behaviour thereby facilitating learning and safeguarding, health and safety in school and authorised school activities elsewhere.
- Participating in whole college, departmental and pastoral and individual arrangements for her/his in-service training and professional development, including Performance Management.
- Sharing in statutory duties in accordance with published rotas.
- Taking part in scheduled meetings with colleagues and parents in accordance with the college's published calendar.
- Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the college's Health and Safety Policy.
- Ensuring children are safe within college.
- To promote online safety with all members of the college community

*This job description may be amended at any time after consultation with you.*

*Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for the post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.*

January 2024