



Secondary Teachers Duties and Responsibilities

Job Title: Secondary Teacher

School: Traill International School

Responsible to: Principal

Liaises with: Head of Secondary, Head of Student Welfare, Head of Faculty.

Job purpose:

- Raise the standards of achievement reached by students in their curriculum area, helping everyone to work to their full potential
- Assist the Head of Student Welfare and Head of Secondary in creating quality links with the parents of students in their care
- Work as part of a team in long, medium and short-term planning for a particular Key Stage of their specific subject
- Prepare and implement a subject-specific recording system according to school and Curriculum requirements
- Plan and carry out a regular programme of assessment tasks and attend moderation meetings as appropriate
- Provide assessment data and information to the Senior Teachers and Principal at appropriate points in the academic cycle
- Work to ensure that an environment is created which will enable students to achieve the highest academic standards
- Plan and evaluate schemes of work in all areas that they teach
- Prepare written and oral reports on the progress of individual students for parents and the stakeholders
- Produce appropriate weekly lesson plans that show how the schemes of work are being taught
- Plan and prepare resources appropriate for the different needs of students who they teach
- Report to Head of Secondary on resource needs and developments within the subject
- Work as part of a team to promote the subject through written and oral presentations to colleagues, parents, students and the wider community as appropriate
- Work as part of a team to prepare a term-by-term summary of subject-specific curriculum provision focusing on the knowledge, skills and understanding to be developed

- Make a positive contribution to effective team building
- Be involved in planning subject-specific opportunities for cross-phase liaison between Primary and Secondary staff
- Ensure pastoral needs of students are met
- Make a positive contribution to extra-curricular activities

These tasks will be developed into short and longer-term targets in consultation with the teacher concerned.