

# Teaching Staff

## Job Description



WYCOMBE  
ABBAY

**Aim:** Teach your subject(s) in an interesting and challenging manner.  
Enable each pupil to realise her potential.  
Stimulate and foster enthusiasm for your subject within the School.  
Adhere to all School policies and procedures.  
Support the School's core values of Trust, Encouragement and Mutual Respect, and promote the good name of the School.

**Reports to:** Head of Department, then to the Deputy Head (Academic), and ultimately to the Headmistress.

### Key areas of responsibility

#### Pupils and Teaching

- Ensure effective teaching and learning, assessment, monitoring, recording, tracking and reporting in the relevant subject(s), upholding the Teaching Standards (as set out in appraisal documentation).
- Plan and teach lessons in accordance with your department's schemes of work and prepare pupils appropriately for internal and external examinations.
- Ensure lesson planning and delivery differentiate between pupils of differing ability, challenging the most able pupils, supporting those with special needs, encouraging independent thinking and setting appropriate targets to aid learning.
- Set and mark work in line with departmental and School policies.
- Ensure that appropriate use is made of digital technology.
- Attend all relevant meetings (with staff, parents, pupils, prospective parents and pupils, and visitors).

#### Departmental Support

- Keep abreast of developments in your subject(s).
- Keep appropriate records and share in the responsibility for the provision and maintenance of departmental resources.
- Share in the setting and marking of all examination papers (including internal exams and entrance/scholarship papers).
- Support and take a share in all departmental activities and responsibilities (e.g. the organisation and escorting of departmental trips, including during the school holidays, the writing and updating of schemes of work as requested by your Head of Department, the display of pupils' work).
- Support girls applying for Higher Education in your subject or a related area.
- Have input into and support the Departmental Development Plan.

## **Wider School Responsibilities**

- Foster and maintain good relationships with other schools, professional organisations and outside bodies.
- Attend all appropriate School events and support School activities, such as Open Day and Dove Day.
- Support the School's Strategic Direction.
- Share in the responsibility for maintaining high standards of discipline, courtesy and appearance among the pupils, while promoting their welfare, safety and happiness.
- Adhere to the Staff Dates List and attend and engage in all INSET and other training courses provided.
- Act as form tutor, as required.
- Support the co-curricular programme.
- Engage actively in the School's induction, probation and appraisal programmes.
- Invigilate internal and external examinations and provide cover, within reasonable limits, for absent colleagues, as required.
- Carry out any other task at the reasonable request of the Headmistress.

## **Person Specification**

- Genuine commitment to a full boarding ethos and the values of Wycombe Abbey.
- Confidence to teach pupils, ranging from complete beginners to those of a high standard, offering encouragement, support and guidance as necessary.
- Able to maintain good order and discipline among pupils, ensuring their health and safety, while on School premises and when engaged in authorised School activities elsewhere.
- Strong assessment, recording and reporting skills to ensure the development, progress and attainment of pupils.
- Willingness to lead by example and a 'hands-on' attitude.
- Team working skills and the ability to motivate and inspire others.
- Willingness to contribute to the wider objectives of the department (e.g. through the sharing of teaching materials, the writing of schemes of work, organising and attending departmental enrichment events).
- Confident IT skills.
- Excellent written and oral communication skills.
- Calm disposition and the ability to work effectively under pressure.
- Proactive problem-solver.
- Confident interaction with colleagues, members of the extended School community, parents, pupils and visitors.
- Able to build strong working relationships across the whole school community.
- A flexible, imaginative and innovative approach to work.

## **Special Conditions**

Appointment is subject to an enhanced Disclosure & Barring check (formerly Criminal Records check).

## **Child Protection Statement**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure

compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmistress.

**The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.**

#### **Health & Safety at Wycombe Abbey**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Wycombe Abbey are expected to comply with Health & Safety requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Wycombe Abbey policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner which does not endanger themselves or others.

#### **Data Protection at Wycombe Abbey**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website [www.wycombeabbey.com](http://www.wycombeabbey.com).

#### **Code of Conduct Statement**

Colleagues at Wycombe Abbey are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.