



# Peponi House

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## Form Teacher at Peponi House School

### Job Description

Form Teachers at Peponi House play a fundamental role in the successful and happy life of the School. All teachers are to conduct themselves in accordance with the high standards and expectations expressed in the Staff Handbook. This will be seen through professionalism – including appearance, setting an excellent personal example for pupils, supporting colleagues and a strong commitment to the school's ethos and ideals.

At all times, members of the teaching staff are on duty, both in and out of school. We expect to see only the highest standards in terms of teaching, learning, marking, planning and preparation.

### Main areas of responsibility and specific duties:

- Planning and preparing work for pupils assigned to you.
- Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work carried out by those pupils
- Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you. Mark classwork and homework as per the school policy. Set targets.
- Promoting the general progress and pastoral well-being of individual pupils and of any class or group of pupils assigned to you including the delivery of PSHE.
- Providing guidance and advice to pupils and parents on educational and social matters, including information about sources of more expert advice on specific questions, making relevant records and reports.
- Communicating and consulting thoroughly with parents and ensuring that all communication is timely, professional and appropriate.
- Communicating and co-operating with persons or bodies outside the school as necessary
- Providing or contributing to oral and written assessments, reports and references relating to individuals and groups of pupils.
- Participating in arrangements made in accordance with the Staff Appraisal system.
- Engage in the process of continual self-assessment and training, leading towards improvement of teaching techniques, knowledge of the curriculum and classroom.
- Participating in arrangements for any further training and professional development as a teacher as appropriate.
- Advising and co-operating with the Headmaster, Deputy Heads and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participating as appropriate in meetings at school which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- Taking such part as may be required of you in review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Participating in the administrative and organisational tasks included in the management or supervision of persons providing support for the teachers in the school.

- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Select and use ICT as appropriate.

This job description is not exhaustive; it is designed to give teachers an outline of their main duties and responsibilities. It should be read in conjunction with the school's staff hand book and the academic policies document.

#### **Additional responsibilities for all teachers:**

- To teach all pupils enthusiastically and to a high standard, according to the educational needs and abilities of each individual child. Planning fully and thoroughly preparing work for pupils assigned to you.
- To contribute to the continuous cycle of improvement of curriculum aims, objectives and policies, within the school's general aims and objectives.
- To assist in the development of materials and schemes of work for pupils.
- Support the timely review, with other colleagues, of teaching standards and requirements.
- To maintain to a high standard a stimulating learning environment, including wall displays, and to supervise the use and care of the classroom and resource areas.
- To participate in and contribute to the general management of the school by promoting the ethos of the school, as well as its aims and values.
- **As possible, to enthusiastically contribute the extra-curricular programme of the school.**
- To participate and support school events such as open mornings, drama and musical performances, the Carol Service, sports tournaments, the school fête, etc.
- To help develop and consolidate cross-curricular work and partnerships.
- To undertake, where appropriate, other roles, which may arise either in the classroom or in the wider school environment.
- Communicating and consulting thoroughly with parents and ensuring that all communication is timely, professional and appropriate.

#### **Line Management**

Responsible to the Headmaster and additionally responsible for the supervision of persons providing support in the classroom.

#### **Review, Amendment and Conditions of Employment**

The job description and allocation of particular responsibilities may be amended by agreement from time to time. It may be amended at the request of the Headmaster or the post holder, but only after consultation. The above responsibilities are in accordance with the requirements of the Teacher's Pay and Conditions Contract in terms of duties and working time.

#### **Safeguarding**

**The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. This means promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact with. If in the course of carrying out their duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Leads or to the Headmaster.**