



**Specific title:** Teacher of.....(subject)

**Generic title:** Class teacher

**Reporting to:** Principal

**Summary role:** To educate children by planning and implementing a differentiated education programme, reflecting individual needs of pupils to develop confident, motivated, self-disciplined learners.

### 1. Purpose of the Job:

I.To teach pupils within the school following the school curriculum guidelines and to carry out other associated duties as are reasonably assigned by the Principal.

### 2. Professional knowledge and skills:

I.To deliver high quality teaching and learning in-line with the exam-board specification

II.Planning engaging lessons

III. Teaching and learning and giving feedback

IV. Use of varied assessment techniques

V. Literacy and Computer skills

VI.Achievement and diversity

VII. Health and well-being

VIII. Teamwork and cooperation

IX.Building and maintaining good relationships with pupils

X.Personal professional development

XI.Professional ethics

### 3. Relationships:

I. The post holder is responsible to the Principal in all matters.

II. The post holder will interact on a professional level with colleagues and will seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

III. The teacher is expected to build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning progress, drawing attention to special skills and talents as well as to problems or difficulties.

### 4. Responsibilities:

The teacher is expected to:

**I.** Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in their class(es).

**II.** Select appropriate learning resources and develop study skills through the use of a varied selection of resources.

**III.** Teach their class(es), sets groups or individual pupils, and to assign tasks to be undertaken both in school and out of school to develop independent learning.

**IV.** Mark and assess pupils' work and record their development, progress and attainment, both in school and out of school; keep detailed records to monitor this progress; check for understanding and completion

in order to address strengths and weaknesses;

- V.** Set and mark homework regularly according to the school homework policy and offer informative feedback that will extend pupil learning.
- VI.** Maintain high levels of discipline and respect between pupils and staff; promote an understanding of the school's rules and values; safeguard health and safety; develop relationships with and between pupils conducive to optimum learning.
- VII.** Maintain an attractive and stimulating classroom environment and contribute to displays around the whole school.
- VIII.** Continually evaluate and review their own teaching methods and practices, materials and schemes of work, and initiate changes as appropriate.
- IX.** Provide and contribute to informative verbal and written assessments, reports and references relating to the development of learning of individual pupils and groups of pupils.
- X.** Ensure that the subject matter and learning resources reflect the school's policies on race and gender equality and that these policies are reflected in all assigned tasks and duties.
- XI.** Manage and supervise any allocated teaching assistant to fulfil their day to day duties within the school.
- XII.** Promote the Positive Behaviour Policy operated within the school.
- XIII.** Update school policies as and when appropriate.
- XIV.** Maintain working folders and planners in accordance with school requirements.
- XV.** Read and act upon the school policies and procedures.

### **1. School Policies and Professional Development:**

#### **The teacher is expected to:**

- I.** Effectively contribute to whole-school reviews of policies, aims and the revision of formulation of school guidelines.
- II.** To function at all times according to the stated policies and practices of the school.
- III.** Keep up-to-date with current educational thinking and practice, both through individual study and attending courses, workshops and meeting, and welcoming regular performance appraisals and reviews of their work.
- IV.** To complete all required administrative tasks professionally, accurately and promptly.
- V.** To complete all PEP (Performance Enhancement Process) documents effectively and promptly.
- VI.** To actively participate in all aspects of PEP, and to complete documents and evidence folder effectively and promptly.

### **2. General School Environment:**

- I.** Fully participate in building a whole school ethos through activities such as assemblies, supervising pupils during before and after school sessions, being involved in whole school committees.
- II.** Set a good example at all time adopting a professional appearance and being culturally sensitive and professional both in the school and the community.
- III.** Take on additional responsibilities as and when determined and agreed with the senior management.

**3. Additional:**

**II.** Establish cross-curricular links and projects with other teachers

**IV.** Organise regular trips in-line with our 'Prague as a classroom'

ethos. Declaration:

I have read the above job description and accept the responsibilities and tasks as outlined.

Name:.....



**Declaration:**

I have read the above job description and accept the responsibilities and tasks as outlined.

Name:.....

Signature:.....

Date:.....