



Loretto Junior School

Classroom Teacher Job Description

Role

The teacher in the Junior School is responsible to the Head of the Junior School. The following duties will be deemed to be included in the professional duties which the teacher may be required to perform.

Teaching

- Planning and preparing courses and lessons in line with the 5 – 14 curriculum.
- Teaching assigned classes in a competent, interesting and enthusiastic manner which is stimulating and relevant for the pupils.
- Setting and marking pupils' work meaningfully and punctually
- Assessing, recording and reporting on the development, progress and attainment of pupils

Pastoral and Extra-curricular Activities

- Promoting the general progress and well being of individual pupils and any class or group of pupils assigned to you
- Providing guidance and advice to pupils on pastoral matters
- Making records of and reports on the personal and social needs of pupils
- Participating, as required, in the extra-curricular programme of the School

Contact with Parents

- Communicating and consulting with the parents of pupils on educational and pastoral matters
- Participating in meetings arranged with parents concerning any of the above

Assessments and Reports

- Providing assessments and reports relating to individual pupils and groups of pupils
- Appraisal
- Participating in any arrangements for the appraisal of his/her performance and that of other teachers

Review: Further Training and Development

- Regularly reviewing your method of teaching and programmes of work
- Participating in arrangements for your further training and professional development as a teacher

Educational Methods

- Advising and co-operating with the Head of the Junior School and the management team on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety when they are on the School premises and when they are engaged in authorised School activities elsewhere

Staff Meetings

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements

Cover

- Supervising and so far as practicable teaching pupils whose teacher is not available to teach them

Examinations

- Preparing pupils for examinations which the Junior School deems suitable for its pupils
- Recording and reporting on the results of examinations

Management

- Taking part as may be required in the review, development and management of school activities relating to the curriculum, organisation and pastoral functions of the School
- Contributing to the professional development of other teachers, including the induction of new and probationary teachers

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material
- Attending doubles, registering the attendance of pupils and supervising pupils during the School day.
- Communicating and co-operating, as required, with persons or bodies outside the school