

TBSC Class Teacher Job Description

Role Reports to: **Milepost Coordinator (Primary)/Head of Department (Secondary)**

Class teachers develop schemes of work and lesson plans in line with curriculum objectives. They facilitate learning by establishing a relationship with pupils and by their organisation of learning resources and the classroom learning environment.

Class teachers develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. They assess and record progress and prepare pupils for examinations. They link pupils' knowledge to earlier learning and develop ways to encourage it further, and challenge and inspire pupils to help them deepen their knowledge and understanding.

Job Description:

Class teachers are expected to:

- Promote and contribute to the school's aims (mission, vision, values, policies).
- Promote a positive school culture which is happy, purposeful and productive.
- Liaise effectively between all staff.
- Support and motivate students.
- Communicate effectively with parents.
- Encourage high standards in all aspects of school life.
- Work within the school's performance management system.
- Undertake such other duties as may be reasonably required.

Responsibilities:

Class teachers will:

- Teach all areas of the primary curriculum.
- Take responsibility for the progress of a class of primary-age pupils.
- Organise the classroom and learning resources and create displays to encourage a positive learning environment.
- Plan, prepare and present lessons that cater for the needs of the whole ability range within their class.
- Motivate pupils with enthusiastic, imaginative presentations.
- Maintain discipline.
- Prepare and mark work to facilitate positive pupil development.
- Meet requirements for the assessment and recording of pupils' development.
- Provide feedback to parents and carers on a pupil's progress at parents' evenings and other meetings.
- Coordinate activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area.
- Work with others to plan and coordinate work.
- Keep up to date with changes and developments in the structure of the curriculum.
- Organise and take part in school events, outings and activities which may take place at weekends or in the evening.
- Liaise with colleagues and work flexibly.
- Work with parents to maximise their involvement in the school and the development of resources for the school.
- Meet with other professionals such as education welfare officers and educational psychologists, if required.
- Prepare and deliver lessons to a range of classes of different ages and abilities.
- Mark work, giving appropriate feedback and maintain records of pupils' progress and development.
- Research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials.

- Select and using a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- Undertake pastoral duties, such as taking on the role of form tutor, and support pupils on an individual basis through academic or personal difficulties.
- Prepare pupils for qualifications and external examinations.
- Manage pupil behaviour in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehaviour.
- Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs).
- Participate in departmental meetings, parents' evenings and whole school training events.
- Undergo regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD).
- Undertake such other duties as may be reasonably required.

Experience:

- Minimum 2 years of teaching essential.
- Experience of the English curriculum desirable.
- Experience of Curriculum Development desirable.

Profile of desired qualities, competencies and experiences:

- Very good classroom practitioner.
- Knowledgeable.
- Life-long learner.
- Enthusiastic and hard-working (willing to go the extra mile when required).
- Models good practice in line with school philosophy.
- Models good practice in line with IB philosophy.
- Maintains confidentiality and demonstrates integrity.
- Excellent planner.
- Flexible.
- Creative thinker.
- Problem solver.
- Ability to plan strategically for future school improvement.
- Proficient in the use of ICT.
- Excellent organisational and time management skills.
- Very good communicator.
- Strong interpersonal skills.
- Open and approachable.
- Team-player.
- Committed to open, continuous and constructive dialogue with staff and parents.
- Firm but fair.
- Interested in local cultures and traditions.
- Internationally minded.
- Enthusiastic
- Motivated.
- Patient.
- 'Big picture' thinking.
- Committed.
- Culturally sensitive