**ROKEBY SCHOOL**

**JOB SPECIFICATION**

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| **Classroom Teacher** |

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| **Role outline:** |
| A classroom teacher at Rokeby School may be a subject specialist teacher, teaching classes  between Reception and Year 8 as required, or a Form Tutor, teaching a range of subjects to  classes from reception to Year 4. They are to be a strong guide and an excellent practitioner, able  to engage the boys in learning thoroughly, effectively and well and also helping to inspire in them a  love of learning.  They will seek to adhere to, and if possible exceed, the expectations laid out in the school’s  teacher standards. |

| **Key responsibilities:** |
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| The Classroom Teacher will:   * teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs * maintain the positive ethos and core values of the school, both inside and outside the classroom * contribute to constructive team-building amongst teaching and non-teaching staff and parents.   The Classroom Teacher will:   * implement agreed school policies and guidelines; * support initiatives decided by the Headmaster and staff; * plan appropriately to meet the needs of all pupils, through differentiation of tasks; * be able to set clear targets, based on prior attainment, for pupils’ learning; * provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils; * keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning; * report to parents on the development, progress and attainment of pupils; * maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy; * participate in meetings which relate to the school's management, curriculum, administration or organisation; * communicate and co-operate with specialists from outside agencies if appropriate; * lead, organise and direct support staff within the classroom; * participate in the performance management system for the appraisal of their own performance, or that of other teachers. |
| Their duties include the following:   * planning and preparing lessons * teaching all boys in the class, according to their educational needs * setting and marking work done by the boys in school and at home * assessing, recording and reporting on the development, progress and attainment of the boys * promoting the good progress of all boys * providing guidance and advice to boys as appropriate * liaising with form tutors as appropriate over progress and behaviour of the boys * providing oral and written assessments and reports as required * talking to parents as necessary and participating in meetings arranged for parents * reviewing from time to time methods of teaching and schemes of work and discussing these informally or formally (through appraisal) as appropriate * participating in INSET training provided at school and being prepared to attend outside courses as advised by the Headmaster or Deputy Head * advising and co-operating with the Headmaster and Senior Management team on the preparation of courses of study, teaching materials and programmes and pastoral arrangements * maintaining good order and discipline among the boys at all times (whether on duty or not) * and safeguarding their health and safety both on school premises and when authorised to be in charge of them outside school * participating in all staff meetings as required * supervising for absent colleagues as required and, if necessary and practicable, to teach a class where a colleague is absent and suitable work has not been set. |
| **A Rokeby Colleague is expected to demonstrate the following personal and professional skills:** |
| * Commitment * Ability to analyse problems and formulate creative solutions * A positive attitude * Ability to work cooperatively with others * Ability to communicate effectively with others * Ability to follow a project from start to finish within a set time * Sound organisational skills * Ability to be assertive in management * Ability to take the initiative, take the lead and take charge * Fairness and approachability * Flexibility * Good humour   Together with the general skills of a teacher exhibited to a high level to ensure very good teaching and learning as described in the teacher’s standards. |
| **Copies of:** |
| Schemes of Work to HoDs |
| **Responsible to:** |
| Subject leaders and/or Year Heads as appropriate. |

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| **Jason R Peck**  **Headmaster** |
| **February 2013** |