**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 toclasses 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.
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| 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.
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| **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** |