



## Learning Guide (Teacher) Job Description

### 1. Introduction

1.1 Job title: Learning Guide

1.2 Job Purpose: Under the direction of the Principal and his deputy, carry out the professional duties of a school Learning Guide as set out in the Waad Employment Conditions document.

1.3 Teach in accordance with the ethos, Mission Statement, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

1.4 Line Management: Responsible to the Deputy Principal

1.5 Liaising with Learning Guides, Deputy Principal, Principal and General Manager.

1.6 Working time: Full time, as specified within the Waad Employment Conditions document

### 2. School Ethos

2.1 Work with the Principal and colleagues in creating, inspiring and embodying the Islamic ethos of the school, securing its Mission Statement, Vision and Aims with all members of the school community and ensuring an environment for learning and teaching that empowers both staff and Learners to achieve their highest potential.

2.3 Attend and participate in all celebrations intrinsic to the daily life of the school.

2.4 Actively support the school's corporate policies relating to health & safety, well-being, confidentiality and social networking.

2.5 Promote the school and celebrate its success at every opportunity.

### 3. Curriculum Planning and Provision

3.1 Help develop and maintain a curriculum in line with the school policy to meet the needs of individual Learners in the class.

3.2 Work with other members of staff to identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and Learners being taught.

3.3 Monitor and evaluate the curriculum and review planning, assessment, record keeping and reporting procedures as and when requested

3.4 Under the direction and guidance of the Leadership Team, actively contribute to and support the development of one or more specified curriculum aspects or areas of pupil and/or staff development.

3.5 Ensure efficient use and maintenance of all material teaching resources within the classroom and working environment and ensure available resources are used effectively to support the curriculum.

3.6 Be involved in small team and whole school planning meetings.

#### 4. Learning and Teaching

4.1 Help to formulate and produce coherent long, medium and short term planning which ensures continuity and progression, takes into account the needs of the whole school as well as individual Learners and encourages the development of independent learning.

4.2 Employ a range of suitable learning and teaching strategies and styles to ensure effective learning.

4.3 Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of Learners and raising levels of attainment.

4.4 Develop, maintain and use resources appropriate to chosen learning objectives

4.5 Ensure the effective deployment of Associate Learning Guide support in the classroom.

4.6 Analyse and evaluate the Learner's learning to inform future planning and teaching and learning activities.

4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment where Learners feel part of a community. Take care of the whole school environment and encourage others to do so

4.8 Have knowledge and understanding of, and maintain good practice and implement changes in accordance with developments in educational theory and practice.

4.8 Set pupil targets, assess progress and maintain records in accordance with school policy.

4.9 Identify Gifted and Talented Learners and set appropriately challenging targets.

#### 5. Pastoral Care

5.1 Develop positive relationships with all Learners and promote their general progress, achievements, well-being and participation in all aspects of school life.

5.2 Maintain a positive approach to Learner management, supporting the school's policies relating to attendance, punctuality and behaviour.

5.3 Identify Learners with special or more complex needs, write reports and contribute to discussions, meetings and make recommendations.

5.4 Ensure a class code of conduct is implemented following appropriate consultation with Learners and relevant staff.

5.5 Maintain a system of rewards and sanctions which is in line with school policy and is understood and appreciated by Learners and parents.

5.6 Provide opportunities that contribute to the quality of the Learners's wider educational development, including their personal, spiritual, social, moral and cultural development

5.7 Ensure the health and safety of all Learners on school premises and when involved in educational visits, off site activities etc.

#### **6. Relationships with Learners, parents and the wider community**

6.1 Develop positive links with parents and the local community by supporting the school's approach to community involvement and cohesion, including participation in school events.

6.2 Report appropriately to parents on the needs and progress of their Learners.

6.3 Encourage the involvement of parents in the education of their Learners and respond promptly to queries and concerns.

6.4 Uphold the school's links with the local community, pre-schools, local schools, Ministry and other external agencies.

#### **7. Performance Management and Professional Development**

7.1 Take shared responsibility for your own continuing professional development by participating in a range of professional development opportunities eg. staff training, staff meetings, INSET days and other external training.

7.2 Actively engage in the annual Performance Management review process in accordance with the school's policy.

7.3 Disseminate information from professional development activities undertaken and ensure colleagues receive feedback from monitoring and evaluation activities.

This job description is current at the date below but will be reviewed on an annual basis.

Following consultation with you it may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.