**JOB DESCRIPTION – CLASS TEACHER**

**ROLE & RESPONSIBILITY:**

**1. Key Functions:**

* Teach, inspire and motivate classes of students through engaging, differentiated lessons.
* Deliver the ethos, principles and aims of Capital School and contribute to the wider co-curricular and pastoral elements of the school.

**2. Line Management:**

* Responsible to the Key Stage leader of their phase, or, if a subject specialist to a designated line manager.

**3. Personal and professional specification:**

* Educated to degree level, or if a specialist, in the main subject specialism delivered [or near equivalent

degree] Bachelor of Education, Master of Education, PGCE or any relevant educational background

* A passion for teaching and learning in the subject specialism delivered
* Qualified Teacher Status or demonstration of the equivalent skills
* Ability to exemplify and maintain the highest standards of personal and professional conduct at all times
* Strong ICT and data analysis skills
* Ability to work as part of a close-knit academic team
* Good organizational and time management skills
* Ability to contribute to the wider co-curricular and pastoral programme of the School

**4. Specific Duties:**

The following duties are a summary of the professional attributes laid out in the Capital School Teaching Standards:

**Key Performance Indicators**

**Knowledge:**

* Have the knowledge and skills to teach all age ranges, EYFS, KS1, KS2 where this is appropriate to your assigned year group
* Have secure and up to date knowledge of testing requirements as per KHDA & STA for the different age ranges, whilst understanding how this impact teaching and learning
* Understand and act upon all Capital School policies
* Understand and develop secure knowledge of the National Agenda and how this impacts teaching and learning

  **Skills**

* Excellent communicator
* Good organizational and time management skills
* Energy and enthusiasm, stamina, patience, resilience and dedication
* Initiative, leadership, supervisory skills and team-working abilities
* Good judgement and an analytical mind

**Teaching:**

* Plan, prepare and deliver highly effective and innovative lessons to promote good pupil progress
* Differentiate work to ensure inclusion for all pupils including those recognized as Gifted (Capital School

Innovators)

* Understand and follow SEND policy in line with Quality First Teaching guidance
* Understand and follow department policies, programmes of study and schemes of work
* Regularly evaluate teaching practice as part of the appraisal process
* Maintain an effective working environment and promote positive values and behavior in students

 **Subject area of responsibility**

* To oversee and help to prepare action plans with support from senior leaders
* To impact on learning in your specified subject area

**Assessment and Reporting:**

* Regularly set, mark and feedback on classwork and homework as determined by the homework

timetable and in line with other school policy

* Track and monitor pupil progress using baseline and assessment data
* Complete all departmental and whole school progress data
* Liaise with parents when appropriate and attend all relevant parents’ evenings
* Complete end of term written reports to a high standard and in accordance with school guidance

**Training and Meetings:**

* Attendance at start of term inset and fulfilment of requirements of the CPD program
* Attend all departmental meetings and whole school meetings and briefings as directed
* Undertake cover and invigilation duties as directed by the Vice Principal

**Departmental Operations:**

* Contribute to the development of departmental resources
* Undertake delegated departmental work as directed by the Head of Department

**Pastoral and Co-Curricular responsibilities:**

* Be vigilant and consistent in ensuring that pupils are always safe and secure, in line with the School’s safeguarding policy
* Undertake school supervision duties as directed by line managers
* Contribute to the moral, social and cultural development of pupils
* Contribute to the school’s extra-curricular programme in fields such as sport, drama, music etc.