



Gosfield School

JOB DESCRIPTION: Classroom Teacher

General

- To promote the general aims of Gosfield School
- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
- To further each child's learning through effective assessment and planning
- To meet and to communicate with parents of children you teach to discuss issues regarding their child's progress
- To set a positive example through your teaching, appearance, conduct and contribution to the school community.

Curriculum

- To deliver the curriculum contained in the school's policy documents
- To comply with relevant whole school policy and support such policies in practice
- To implement the requirements of the department handbook, e.g.
 - following the set syllabus and schemes of work
 - setting, marking and keeping record of homework set and marked
 - maintaining a record of the assessments of pupils' work, classwork and homework
 - ensuring that furniture, apparatus and fabric are respected and that rooms are left tidy after use
- To contribute to the development of the departmental schemes of work and handbook
- To engage in such Quality Assurance procedures required to develop the quality of teaching and learning within the department
- To be involved in appropriate INSET and professional development which seeks to enhance the development of the curriculum area and the skills of the subject teacher
- To complete reports and records as required
- To contribute to the work of the department including attendance at department meetings where appropriate.

Behaviour

- To encourage pupils to follow the school's Code of Conduct in order that they develop self esteem and self discipline and respond accordingly
- To use effectively Rewards and Sanctions to support pupil behaviour and progress

- To maintain order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

Attendance

- To be responsible for recording and monitoring the attendance and punctuality of pupils within class groups.

Community

- To take part in the school activities and games programme where appropriate
- To foster and support where possible extra-curricular activities in the interests of the school community, e.g. school concerts, plays, sports fixtures, etc.
- To undertake a reasonable number of duties around the school as requested by the Principal or Deputy Head
- To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Targets

- To participate in the school PDR scheme
- To agree upon personal and professional targets annually

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. The Principal reserves the right to review and amend the job description.

Revised January 2018