



## Job Description – Junior School Class Teacher

<b>Post</b>	:	<b>Class Teacher</b>
<b>To Whom Responsible</b>	:	<b>Head of Year/Head of Teaching and learning</b>

### Main Tasks:

The teacher will:

- share the responsibility for the planning, teaching and assessments of the subjects to which they have been assigned at Repton Dubai.
- be required to carry out other such duties as the Senior Leadership Team may reasonably direct from time to time.
- display the highest standards of professionalism in their teaching and in their relationships with their colleagues and the wider Repton community.
- teach up to 90% of a full timetable, provide cover for colleagues if/when required and complete lunchtime supervision duties as required.

The teacher will plan teaching to achieve progression of learning through identifying clear teaching objectives and specifying how they will be taught through:

- setting tasks which challenge students and ensure high levels of interest
- setting clear targets, building on prior attainment
- identifying SEN students
- providing clear structures for lessons, maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- maintaining high standards of work and homework
- using a variety of teaching methods to match approach to content, structure
- information and present information
- use effective questioning, listen carefully to students, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- ensuring the effective and efficient deployment of classroom support
- encouraging students to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.

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## **Monitoring, Assessment, Recording and Reporting**

- ◆ To constantly monitor and evaluate the effectiveness of personal teaching to maintain good standards and ensure progression.
- ◆ Evaluating own teaching critically to improve effectiveness
- ◆ To participate in classroom observation of colleagues (peer observations) when required and participate in observations by peers.
- ◆ To submit books, records or planning as required for monitoring by colleagues or SLT.
- ◆ Mark and monitor students' work and regularly set targets for progress;
- ◆ Assess and record students' progress systematically and keep records
- ◆ Check work is understood and completed, monitor strengths and weaknesses,
- ◆ Inform planning and recognise the level at which the student is achieving;
- ◆ Undertake assessment of students as requested departmental and school procedures;
- ◆ Prepare and present informative reports to parents.
- ◆ To regularly assess the students' work by means of formal and informal termly, half termly assessment and end of units as directed by SLT.
- ◆ To communicate with the school Inclusion Team and Head of School regarding any student whose progress or behaviour gives cause for concern.

## **Curriculum Development**

- ◆ Within a team, develop plans which identify clear targets and success criteria for the development and maintenance of the school's curriculum.
- ◆ Contribute to the whole school's planning activities.

## **Directed Time**

- ◆ To ensure attendance in school between stipulated hours and to attend all meetings/functions deemed to be directed time, including extracurricular activities, staff meetings, professional development, parents' evenings and school marketing events.

## **Punctuality**

- ◆ To set high standards with regard to punctuality and to encourage the same from the students and colleagues.



## **School Rules**

- ◆ To consistently and diligently apply / uphold the rules of the school in order to maintain discipline, dress code and to ensure the happiness, safety and well-being of all Repton students and community.

## **Absence**

- ◆ To request approval from the Headteacher for any absence from school and to give notice to the Deputy Head, providing necessary cover work for pre-planned absence.
- ◆ Wherever possible, to make medical appointments outside normal directed working time.

## **Standards**

- ◆ To maintain, with the rest of the staff, high standards of conduct both in and out of the classroom, acting in a way that is honest, justifiable and in the best interests of the student. This is in accordance with the DFE and DSIB teaching standards.

## **Safety**

- ◆ To emphasise the importance of safety in all areas of the curriculum, communicating to the students the importance of a responsible attitude towards personal safety, the safety of others and respect for Repton school's property and equipment.

## **Dress**

- ◆ To maintain smart and professional standards of appearance in alignment with the staff dress code and with particular attention to, and awareness of, cultural sensitivities.

## **Communication with Parents**

- ◆ To communicate with parents on a regular, informal basis and to deal with day to day queries.
- ◆ To attend Parents' Evenings as required and to provide accurate, honest information regarding the progress of individuals at these meetings.
- ◆ To report to the parents in the form of written reports on a termly basis or when required by the SLT.

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### **Record Keeping**

- ◆ To keep records and to ensure that they are available for sharing with colleagues and / or inspection by members of the Senior Leadership Team and the Inspectorate.

### **Curriculum Policy**

- ◆ To be involved in developing, implementing and monitoring subject policy and to assist in the production of such documentation when required.

### **Display**

- ◆ To ensure that the children's work is displayed and presented to a high standard in the classroom and throughout the school.
- ◆ To ensure that these displays are updated regularly.

### **Duties**

- ◆ To carry out a share of the duties in the school as required / timetabled.

### **Cover**

- ◆ To provide cover for absent colleagues as and when necessary.

### **Staff Development**

- ◆ To demonstrate initiative in continuing to develop yourself as a professional.
- ◆ To attend and participate fully, in Staff Development.
- ◆ To attend staff meetings and briefings as set out.

### **Management of Resources**

- ◆ To assist with the resourcing of the subjects taught, as directed by the HoY/HoTL.

### **School Development**

- ◆ To support the School Development Plan in relation to the curriculum and the continuing improvement of the premises and accommodation.

### **Extra-Curricular Activities**

- ◆ To fully contribute to the extra-curricular activity programme to enrich the school experience for the students as reasonably directed by the Senior Leadership Team and ECA Coordinator.