



The Royal School

KS2 CLASS TEACHER JOB DESCRIPTION

BACKGROUND INFORMATION

In 2011 The Royal School adopted a diamond model of education which enables children to benefit academically from single-sex classes at key points in their education.

Pupils are educated together up to 7 years old and again at Sixth Form. From 7 years old to 16 years old they are taught in single-sex classes; the principal advantage of this teaching model is that boys and girls can be taught in different ways that maximise their learning in the classroom but still allows them to benefit from a co-educational social environment.

At the Junior School, boys and girls are housed on the same site and the Pre-prep department is fully co-educational. Boys and girls are taught separately for core subjects from Prep 3.

The ethos of the school is rooted in the Christian values of its founders. Service to the school community and to the wider world and personal, social and intellectual development outside the classroom are integral to school life.

TITLE:-	Class Teacher
JOB PURPOSE:-	To perform the range of a teacher's duties set out in the Terms and Conditions and reflect the policies established by the Governing body.
ACCOUNTABLE TO:-	The Governing Body of the School
RESPONSIBLE TO:-	The Principal and the Head of the Junior School
RESPONSIBLE FOR:-	Maintaining high standards of class teaching and supporting/promoting the affirmative ethos of the School. Sound planning, enthusiastic teaching and positive feedback encourages a correspondingly high level of commitment from pupils.

Accountabilities

1 Teaching Responsibilities

Key Tasks

1a) To monitor planning, teaching and achievement within the allocated class;

1b) To work effectively with colleagues to ensure that there is continuity and progression across the Key Stages;

1d) To be aware of newly published educational research, classroom initiatives and educational policies to inform best practice;

1e) To differentiate to meet the educational needs of the pupils and to plan, set and mark the work of those pupils in school and elsewhere;

1f) To plan and prepare courses, off-site visits and activities to supplement class work;

1g) To mark class attendance registers;

1h) To assess, record and report to parents on pupil achievement and progress by reference to the School's Policy Statement on Assessment.

2 Pupils

2a) To strive to obtain the highest standards from the pupils;

2b) To promote positive behaviour in accordance with the School's policies and ethos.

3 Membership of the staffroom

3a) To work with colleagues to share expertise and best-practice as part of a two-way process of professional commitment and development under the direction of the Head of the Junior School;

3b) To contribute to meetings, discussions and management systems to high standards and consistency across the Junior School as a whole.

4 Use of Resources

To make efficient and effective use of all Junior School resources.

5 Whole School Involvement

5a) All staff have a full part to play in the development of and implementation of Whole School policies;

5b) To carry out a share of supervisory duties in accordance with published schedules;

5c) To contribute to the extra-curricular life of the School as part of the 'extended day' programme.

General Responsibilities:

To take part in the School's performance management process, where appropriate.

To attend INSET appropriate to the Junior School and the whole school and to keep necessary skills up to date.

To maintain a 'whole school' ethos working collaboratively with colleagues, especially the class teachers.

To actively follow all School policies, including Safeguarding, ICT Conduct, Equal Opportunities and Health and Safety in all working areas.

To support and develop the Christian ethos of the School.

To assist at special functions which may occur outside of normal agreed working hours and to attend meetings as required.

To maintain good relationships and communication with members of the School's administrative and support staff and to ensure confidentiality.

To carry out any other duties that are within the scope, spirit and purpose of the job and its title as requested by the Principal or the Head of the Junior School.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Personal Qualities:

- Honesty
- Trustworthiness
- Cheerful disposition
- Clean and tidy appearance
- Polite, patient and prepared to help
- Caring towards pupils and fellow workers
- Flexibility
- Good organisational skills

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the performance management cycle and at any other time on request.

Signature

Date