Jeddah Prep and Grammar School

Job Description: Classroom Teacher – Grammar School

Name:

Position: **English Teacher (Language and Literature) – Grammar School**

School: Jeddah Prep and Grammar School

Responsible to: Head of Department, Head of Key Stage, Deputy Head, Headmaster

Area of responsibility: Member of Department and/or Faculty, Member of Year group

JOB CONTENT

The JPGS classroom teacher embodies, radiates and transmits the unique ethos of excellence, innovation, creativity and compassion. Through inspirational teaching, with a deep understanding of pupils' individual learning needs, the JPGS teacher strives to ensure that our curriculum lay firm foundations for academic and professional success, personal and spiritual fulfilment and a love of lifelong learning in each and every one of our pupils. JPGS Teachers inspire young minds.

1. ROLE OBJECTIVE AND PURPOSE

- To provide a high quality learning environment within the classroom for the subject area taught.
- To follow the relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the department and school and the curricular policies determined by the Governing Body and Head Teacher.
- To contribute to the raising of standards of pupil attainment and achievement within the subject area and to monitor and support pupil progress within the classes taught.
- To be accountable for pupil progress in classes taught.
- To contribute towards the development of the department.
- To undertake an appropriate timetable commitment.
- To undertake cover for absent staff.
- To act as a co-mentor in a vertical mentor system; assuming a pastoral responsibility for pupils in their care; working collaboratively with the HoH within the House system.

2. DETAILED DUTIES AND RESPONSIBILITIES:

a) Quality and Standards

- To be accountable for the development and delivery of the department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To collaborate with colleagues within the department and develop effective teaching and learning styles.
- To seek/implement modification and improvement where required.
- To contribute to an annual examinations analysis and departmental review as part of the department's self-evaluation cycle.
- To contribute to the departmental development plan.
- To attend department meetings.
- To attend all school meetings.
- To carry out supervisory duties as per the duty rota during first and second breaks.
- To attend and participate in other school events.

b) Curriculum and Staff Development

- To contribute to the review of syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- To follow the departmental agreed assessment policy.
- To follow the departmental marking policy.
- To be accountable for the regular marking / assessment of work by pupils.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.
- To contribute towards the development of IT in the Department.
- To contribute materials for pupils in conjunction with other members of the department on the VLE. (Firefly)
- To collaborate with the school's appraisal policy and identify personal professional development needs.
- To be part of a team within the department.
- To act as a positive role model for pupils/ pupils.
- To offer at least one after school enrichment activity per week.
- To attend relevant inset opportunities.

c) Pupil Management

- To ensure there is a calm, well-ordered learning environment for pupils; addressing any concerns in this area.
- To be responsible for dealing with under-performance of pupils; organising / recommending intervention strategies as required.

- To actively contribute towards a weekly departmental workshop to support pupils with specific 'one off' difficulties within the subject area...
- To ensure that gifted and talented pupils are suitably catered for.
- To ensure that differentiation is taking place within the classroom as required.
- To follow the behaviour management policy
- To use the reward system (achievement points) effectively.
- To provide opportunities for learning outside the classroom as appropriate.
- To work in collaboration with departmental staff to provide a stimulating learning environment through classroom displays.

d) Communication and Administration

- To provide high quality reports on pupil progress for parents as per the assessment calendar.
- To attend parent teacher meetings as required.
- To work collaboratively with the HoD on public examination entries.
- To contribute to the setting and marking of all school examinations within the department.
- To send in suitable work to the HoD for classes when absent.

e) Other Specific Duties

- To play a full part in the life of the school community.
- To continue personal professional development as necessary.

3. KEY INTERACTIONS

Internal	External
– Head of Department – Department Staff – Headmaster – Deputy Head – Head of Sixth Form – Health and Safety Officer – IT Dept. – Reprographics – Pupils	– Parents – Training providers

4. MINIMUM QUALIFICATIONS & REQUIREMENTS

Level of Education	Undergraduate degree Post Graduate Certificate of Education (PGCE) qualification Qualified Teacher Status TRN / DfE qualification number

Experience	3 years

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headmaster and/or the Deputy Head / Head of Grammar to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and pupils and provide a welcoming environment to visitors and parents.

This job description is current at the date shown and will be reviewed annually.

Signature of Post Holder: _____ Date: _____

Signature of Headmaster: _____ Date: _____