

British School Alzira/Xàtiva

Job Description: Classroom Teacher

A classroom teacher is responsible for the teaching and learning of the pupils in their classroom. Teachers should strive to ensure that pupils are successful both academically and personally.

Secondary school teachers are responsible for all tasks associated with planning, teaching and assessing pupils. They develop schemes of work and lesson plans in line with the curriculum objectives and which respond to the specific needs of the pupils in their class. Teachers facilitate learning by establishing a relationship with pupils and delivering lessons that are stimulating, engaging and challenging for all pupils.

In addition, teachers foster appropriate social abilities to enable optimum development of all pupils according to their age and abilities. Teachers assess and record progress following the school assessment policy and at any time have a clear understanding of the attainment of the pupils in their class. Teachers provide connections to pupils' earlier learning and plan to develop pupils through engaging and relevant learning opportunities.

Teaching and Learning responsibilities will include:

- Planning of lessons according to the national curriculum framework
- A comprehensive knowledge of the IGCSE and A Level specifications for their subject areas.
- Taking responsibility for the progress of their pupils and ensuring that all students are able to reach their maximum potential;
- Planning and delivering lessons that respond to the needs of the pupils within the class both in terms of ability and any additional specific needs;
- Considering the needs of students who have English as a second language;
- Teaching pupils equally, regardless of ability, race, culture or ethnicity;
- Maintaining discipline across the whole school;
- Marking work in a detailed and timely manner to provide constructive feedback that supports pupil development;
- Assessing pupils progress accurately and honestly to provide a clear indication of pupil attainment;
- Providing feedback to parents on pupil progress and behaviour both in formal termly meetings and informally through the homework diary;
- Being prepared to develop schemes of work within their specific subject area;
- Working effectively with colleagues for the benefit of all pupils;
- Staying up to date with changes and developments in British education, including any developments within the statutory curriculum requirements;
- Taking part in school events and activities that may include occasional evenings
- Organising the classroom, corridors and learning resources to create a positive and engaging learning environment.

Pastoral Responsibilities

- Being a form tutor and managing a tutor group, including monitoring pupils progress, motivating students with their learning and being aware of any personal or social issues that they may have;
- Positively acknowledge and reinforce good behaviour;
- Monitoring pupil's behaviour and attitude through the use of report cards;
- Controlling the use of the homework diary;
- Writing interim assessments every half term.

School Responsibilities

- Developing schemes of work in the subject area, including adapting and adding to schemes of work as the curriculum changes;
- Delivering assessment every half-term;
- Writing interim assessments every six weeks, which comment on the effort and progression of pupils;
- Writing reports every-term, including one detailed report for each year group, once a year;
- Preparing for and attending parents' evenings once a term;
- Attending meetings once a week in the morning and once every other week on a Wednesday afternoon between 5.15pm and 6pm;
- Attending departmental meetings and tutor meetings;
- Liaising and communicating with the management team.

Teachers are also required to possess personal skills including:

- Ability to relate to pupils and their families;
- A keen desire to help all pupils to fulfill their potential;
- Willing to act as a learner as well as a teacher;
- Problem-solving skills;
- High level of planning and organisational skills;
- Ability to be calm, but firm
- Strong communication skills with both adults and children