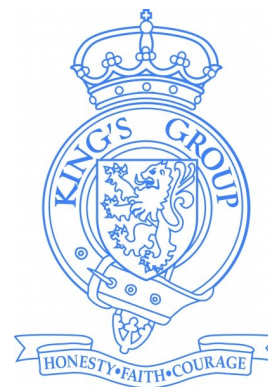


King's College Murcia

The British School of Murcia

JDMURC Job Description



Primary Class Teacher

Responsible to

Head of Key Stage thence Head of Primary

Job Purpose

- Implement and deliver the UK National Curriculum and/or Foundation Stage Curriculum, according to the age, aptitude and abilities of the pupils being taught;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and members of the Board of Directors;
- Ensure that the prevailing conditions of employment for schoolteachers at King's College are met.

Key Responsibilities and Accountabilities

Curriculum

- Plan, prepare, and deliver schemes of work in accordance with school policies and guidelines;
- Maintain a working knowledge of National Curriculum documents;
- Maintain records of pupils' progress including all statutory documents required by the UK Department for Education or the Spanish Ministry of Education;
- Ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of each child;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;

- Be able to set clear targets, based on prior attainment for pupils' learning;
- Provide a stimulating classroom environment in which to foster effective teaching and learning, and where resources can be accessed appropriately by all pupils. (This includes corridor areas immediately adjacent to the classroom);
- Monitor progress and effectiveness of class work and evaluate and modify as necessary;
- Report to parents on the development, progress and attainment of pupils;
- Support initiatives decided by the Board, Headmaster, Heads of Department and staff;

Pastoral

- Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour and uniform policies;
- Communicate and cooperate with specialists and/or outside agencies, e.g. school nurse, educational psychologist;

Administration and Organisation

- Understand and implement:
 - ◇ Regulations and correct procedures relating to attendance registers;
 - ◇ Emergency and evacuation procedures;
 - ◇ Health and safety policies;
 - ◇ Playtime and lunchtime supervision;
 - ◇ All curriculum policies;
 - ◇ Any other organisational policies or agreed procedures;
- Administer, supervise and, where necessary, assess the appropriate NC tests;
- Conduct standardised or other tests when required and document pupils' performance;
- Participate, when required, in the assessment of potential new students according to the King's College admissions process;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Liaise with colleagues to enable satisfactory transfers of children within the school, or to and from other schools;

- Support major school events;
- Lead or participate in school visits and extra-curricular activities wherever possible;
- Lead and supervise support staff, voluntary helpers or students within the classroom;
- Participate in the performance management system for the appraisal of their own performance or that of other teachers;
- Attend and participate in training days;
- If the teacher speaks Spanish, they may be asked to assist with translation or interpreting, when required;
- Undertake any other reasonable requests by the Head or other line manager.

This job description acts as a guideline; it is not a catch all for every situation that a teacher will find them self in. There is a need to be flexible to carry out tasks that will facilitate the right environment and contribute to the overall welfare and strength of the school.

SWR

Dec 2017