Finborough Prep School Teaching Staff

Class Teacher - Job Description

To carry out the professional duties of a teacher, as circumstances may require and in accordance with the school's policies, under the direction of the Head teacher and Deputy Head.

Accountable to: Deputy Head

Main Duties –Class Teacher

a. To be responsible to the Deputy Head for the organisation, management and delivery of appropriate teaching.

b. To have knowledge of and keep up to date with current pedagogy, particularly in respect to the National Curriculum

c. To plan, prepare and deliver lesson activities for students according to the school's curriculum policy, which ensures progression, pace and challenge, and which makes appropriate educational provision for all students

d. To maintain a positive and inspiring working environment for effective learning, developing positive relationships, including resources and the children's work.

d. To assess and monitor systematically the progress of each student within your class

e. To mark, record and monitor work, providing constructive feedback and setting meaningful targets for future progress in order to inform planning

f. To provide reports of attainment on individual students to the Deputy Head, leadership team and parents as necessary

g. To be familiar with the Policy for identification, assessment and support of children with special educational needs

h. Act as a role model to the children in all actions and behaviour.

i. To provide or contribute to reports on the personal and social needs of students, as required

j. To make effective and meaningful use of ICT to promote teaching and learning

k. To ensure that other adults involved with the children, such as learning support, games staff and boarding, are communicated with effectively as necessary

l. To contribute to the development of the curriculum, to work closely with colleagues to undertake medium and short-term planning and implement agreed Schemes of Work

m. To set high expectations of behaviour, establishing and maintaining good discipline and control of students in accordance with school policy.

n. To establish a safe environment where respect and positive relationships flourish

o. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.

p. Contribute to the positive promotion and marketing of the school in the local and wider community.

q. To undertake any reasonable duties as directed by the Deputy Head or members of the school leadership team.

All school staff are expected to:

a. Work towards and support the school vision and the current school objectives outlined in the school development plan. To support the Head teacher and Deputy Head in the pursuit of these objectives at all times but to challenge constructively when warranted

b. Support and uphold the schools values of respect, results and honesty

c. Work effectively as part of a team but also to be able to show initiative and independence in their areas of influence.

d. To raise concerns about individual children or school practice, when necessary, for the better performance of the educational process

e. Act as a role model to students

f. Contribute to the school's programme of extra-curricular activities.

g. Support and contribute to the school's responsibility for safeguarding students.

h. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.

i. Work within the school's diversity policy to promote equality of opportunity for all students and staff, both current and prospective.

j. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

k. Engage actively in the performance review process.

l. Adhere to policies as set out in the school's policies and procedures and the Prep School handbook.

m. Undertake other reasonable duties related to the job as required from time to time.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.