

Classroom Teacher Role

Job Title: Classroom Teacher (Primary)

Accountable to: Primary Coordinator, Academic and Pastoral Head (Primary)

Main Purpose: The Classroom teacher teaches a full timetable in the classroom and contributes to the extracurricular life of VICTORIA.

Job Role: The specific nature and balance of these responsibilities will vary according to the needs of the school.

Responsibilities: Classroom Teacher

These are some of the practical things that a classroom teacher at VICTORIA is expected to do:

Daily

- Arrive punctually and be aware of, and complying with, all relevant policies and guidelines that apply to this role.
- Teach lessons in line with expectations as outlined in the VICTORIA Teaching and Learning Policy (see Appendix) For example:
 - Ensuring each class has suitable **Learning Objectives**.
 - Ensuring that appropriate **Assessment** is used to test progress against these objectives.
 - Ensuring **Variety** in activities over the course of a class/topic.
 - Ensuring that each student is **Challenged** at an appropriate level.
 - Ensuring that **Independent Learning** is encouraged in classes.
- Foster a safe and conducive learning environment by ensuring correct use of all equipment, and by maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Mark work, and record grades using school systems.
- Model positive, inclusive and appropriate behaviour to students in, and outside of, school.

Monthly/Termly

- Upload boleta grades to DALEG (as required by the SEP/UNAM)
- Write reports in line with school policy/expectations
- Upload planning in line with school policy/expectations

Yearly

- Plan, deliver and mark evaluations at the end of the academic year in line with school policy/expectation (see Appendix)

As needed

- Speak to form tutors about concerns with issues such as behaviour in class / homework completion, etc.
- Call parents when concerns arise and have meetings where necessary to explain your concerns
- Contribute an extra-curricular activity (3-4)
- Participate and organise camps in conjunction with the Pastoral Head of School.
- Attend all CPD as requested by the Head of Teaching and Learning and Heads of School.

The nature of this role can change in accordance with the needs of the school.