

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

CLASSROOM TEACHER JOB DESCRIPTION

1. Purpose of Job

- 1.1 To work in partnership with the Headmistress to support learning in line with the school's Mission Statement/Values, the National Curriculum, codes of practice and school policies and procedures
- 1.2 To take responsibility for the education and welfare of a designated class of children, having due regard to the requirements of the school's Mission Statement/Values, the National Curriculum, codes of practice and school policies and procedures
- 1.3 To be supportive of the Catholic ethos of the school

2. Duties and Responsibilities

- 2.1 To plan work for their designated class in accordance with school and Diocesan policies and in co-operation with the Headmistress and Subject Leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum
- 2.2 To teach all areas of the curriculum as required by the school, motivating pupils with enthusiastic and imaginative presentation
- 2.3 To ensure children's work is regularly marked, giving constructive feedback and sharing next-step targets
- 2.4 To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so that each child is appropriately challenged and achieves to the maximum of her capability
- 2.5 To support the identification of, and make appropriate educational provision for, children with Special Educational Needs, those who have English as an Additional Language, those who are Able, Gifted and Talented and those with any other individual needs, with support from the Subject Leaders, Head of Learning Development and outside agencies.
- 2.6 To take full account of up-to-date educational theory and practice with particular regard to Assessment for Learning and the use of Formative Assessment in line with the school's Teaching and Learning Policy

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- 2.7 To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline
- 2.8 To ensure that the majority of the children's work is closely linked to first-hand practical experience
- 2.9 To provide children with opportunities to manage their own learning and become independent learners
- 2.10 To foster each child's self-image and esteem and establish relationships which are based on mutual respect
- 2.11 To maintain a high standard of display both in the classroom and in other areas of the school
- 2.12 To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning
- 2.13 To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- 2.14 To assess children's progress, maintain records and provide written reports to parents in accordance with school policies
- 2.15 To use assessment data to identify strengths and weaknesses and set challenging targets that will raise academic achievement
- 2.16 To communicate and consult with parents and with outside agencies, as necessary, about children's progress and attainment
- 2.17 To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice
- 2.18 To carry out a share of supervisory duties in accordance with published schedules
- 2.19 To provide internal cover when required
- 2.20 To liaise with support staff both school-based and from other external bodies as required
- 2.21 To take responsibility for the management of other adults in the classroom
- 2.22 To take up the opportunity for Continuous Professional Development through self-directed reading, courses and in-service training

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- 2.23 To undertake any other reasonable and relevant duties in accordance with the changing needs of the school
- 2.24 To attend and lead assemblies and collective worship
- 2.25 To attend staff meetings and school functions as appropriate, including events and activities that may run during the evening or at the weekend
- 2.26 To contribute to the delivery of the extra-curricular programme

To undertake whatever else may reasonably be requested by the Headmistress in support of the aims of the school.

Job descriptions are subject to review by SLT and may change from time to time.