

Principal: Mr. John Bagust

## Job Description: Classroom teacher (Primary School) Key Stage 2

**Employed by:** NCBIS to support the vision, positive ethos and policies of the school.

**Responsible to:** Year group leader

**Qualifications:** Degree, PGCE, QTS or equivalent

**Experience:** Minimum 3 years teaching

The class teacher at NCBIS is part of the primary team, working alongside a year group team leader, Teaching Assistants, a Phase HLTA and the academic and pastoral leadership teams. NCBIS works in partnership with parents and the school community and the classroom teacher is a key link within this community.

A. Safeguarding Duties	
<ul style="list-style-type: none"> <li>To be fully aware of the principles of safeguarding as they apply to vulnerable children in relation to the role;</li> <li>To ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.</li> </ul>	
B. Main Purpose	
<ul style="list-style-type: none"> <li>Support the mission, vision and values of the school and contribute to the whole school development plan;</li> <li>Keep abreast of developments in education in the IBO PYP framework and the UK National Curriculum;</li> <li>Ensure that resources are in place to enable our curriculum framework to be delivered;</li> <li>Fulfil the professional responsibilities of a teacher, as set out in the NCBIS Staff Handbook;</li> <li>Meet the expectations set out in the NCBIS quality assurance policy;</li> <li>Work as a member of the school community to achieve the targets of the NCBIS School Development Plan.</li> </ul>	
C. Learning and Teaching	
<ul style="list-style-type: none"> <li>Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work;</li> <li>Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;</li> <li>Adapt teaching to respond to the strengths and needs of pupils;</li> <li>Set high expectations which inspire, motivate and challenge pupils;</li> </ul>	

<ul style="list-style-type: none"> <li>• Promote good progress and outcomes by pupils;</li> <li>• Demonstrate good subject and curriculum knowledge;</li> <li>• Participate in arrangements for preparing pupils for external tests.</li> </ul>
<b>D. Health, safety and discipline</b>
<ul style="list-style-type: none"> <li>• Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment in accordance with the school's Behaviour Policy;</li> <li>• Promote the safety and well-being of pupils in accordance with the school's Child Protection, Anti-Bullying and other relevant policies.</li> </ul>
<b>E. Professional development</b>
<ul style="list-style-type: none"> <li>• Have an active role in the school's quality assurance and appraisal procedures;</li> <li>• Have an active role in further training and development in order to improve own teaching.</li> </ul>
<b>F. Communication</b>
<ul style="list-style-type: none"> <li>• Communicate effectively with pupils, parents and carers and colleagues.</li> </ul>
<b>G. Working with colleagues and other relevant professionals</b>
<ul style="list-style-type: none"> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school;</li> <li>• Develop effective professional relationships with colleagues.</li> </ul>
<b>H. Personal and professional conduct</b>
<ul style="list-style-type: none"> <li>• Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;</li> <li>• Have proper and professional regard for the ethos, policies and practices of the school including the school Code of Conduct, and maintain high standards of attendance and punctuality;</li> <li>• Understand and act within the expectations set out in policies and guidance setting out professional duties and responsibilities including meeting deadlines.</li> </ul>
<b>I. Management of staff and resource</b>
<ul style="list-style-type: none"> <li>• Direct and supervise support staff assigned to them, and where appropriate, other teachers;</li> <li>• Contribute to the recruitment and professional development of other teachers and support staff;</li> <li>• Deploy resources delegated to them.</li> </ul>