

Classroom Teacher

Job Description

Reporting to: Head of Department

MAIN DUTIES AND RESPONSIBILITIES AS A TEACHER

- Support our students to achieve the Regent's Graduate Profile
- Teach students across all Key Stages
- Cover for absent colleagues
- Work as a full member of the relevant curriculum team or teams, working with others to disseminate good practice in the department, to create teaching resources and to develop consistent approaches
- Represent and promote the subject
- Have the highest expectations of all students

Planning, Teaching and Class Management

- Structure sequences of lessons having regard to the schemes of learning and departmental practice which ensure that time is used effectively to cover the curriculum
- Design and deliver teaching and learning which is relevant and challenges all students
- Recognise the differing needs of learners (including those with ELD and SEND) and ensure that those needs are met
- Liaise with colleagues to share plans, resources and identify student needs.
- Make effective use of assessment to adjust and review planning
- Apply the school behaviour policy consistently
- Plan opportunities for students to reflect on feedback in various forms and improve their work accordingly
- Self-evaluate teaching critically to improve effectiveness

Monitoring, Assessment, Recording, Reporting

- Assess and record students' progress systematically to; check work is understood and completed, monitor strengths and weaknesses and inform planning, adapting teaching appropriately as a result
- Communicate effectively with the parents of students as appropriate
- Contribute to the reporting process
- Communicate a summary of student progress and areas for development at Parents' Evenings

Other Professional Requirements

- Establish effective working relationships
- Set a good example through personal presentation and high standards of professional conduct
- Endeavour to give every child the opportunity to reach their potential, meet high expectations and achieve the Regent's Graduate Profile
- Contribute to the collegiate life of the school through effective participation in meetings and systems necessary to coordinate the smooth running of the school and our community
- Take responsibility for personal, professional development setting appropriately challenging and contextual goals as part of the Professional Growth and Development process.
- Take responsibility for and conduct professional duties in relation to school policies and practices
- Contribute fully to the extra curricular life of the school including participation in boarding life, school trips and visits
- Take on any additional responsibilities which might from time to time be determined
- Keep up to date with developments in education and specialist subject area(s)

Responsibilities as a House / Form Tutor

- Deliver the tutor time programme as appropriate
- Know tutees; their strengths, interests and areas for development
- Promote high standards of behaviour and attitudes to learning
- Monitor and provide advice and guidance on individual student's progress in respect of attendance, homework, discipline and acceptable standards of conduct and appearance
- Communicate effectively with staff and parents as an advocate for tutees
- Complete administrative tasks relating to the tutor group
- Attend Key Stage meetings
- Provide tutee references as part of school procedures for student references

General

- Unequivocally support and promote the values and ethos of Regent's International School
- Fully commit to the promotion of the Round Square Philosophy and IDEALS
- Ensure all school policies are effectively implemented
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school
- Undertake such other duties and responsibilities which can be reasonably expected from the Board, the Principal or the Head of Secondary

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This description should be read in conjunction with the school Professional Code of Conduct Agreement and Staff Handbook.