



Job Description Primary Class Teacher

| | |
|------------------------|-----------------------|
| SPECIFIC TITLE: | Primary Class Teacher |
| GENERIC TITLE: | Teacher |
| DEPARTMENT: | Primary School |
| REPORTS TO: | Primary Phase Leader |
| VERSION UPDATE: | September 2024 |

Role Summary:

A Primary School teacher at ICS is expected to be energetic, enthusiastic and innovative. They should be a forward-looking person committed to providing quality education and they should have the highest possible expectations of all students. They must be committed to the development of their class, year group and the school. They must also be committed to professional development. A Primary School teacher should promote effective learning, appropriate achievement, and the educational, social, and personal progress of all students.

Role Responsibilities:

Teaching and Learning

It is a key responsibility of Primary School teachers at ICS to ensure that their teaching and learning practice is aligned with school policy. Our [Teaching at ICS](#) and [Learning at ICS](#) documents provide further guidance on the expected attributes which follow:

1. Have an up-to-date knowledge of pedagogy and educational developments.
2. Ensure that planning is aligned with the school's prescribed curriculum.
3. Ensure effective planning and preparation for all lessons - including identification of objectives, key outcomes and success criteria.
4. Ensure that taught lessons accurately reflect the planning while also being modified to meet the needs of the students being taught.
5. Use a variety of teaching and learning strategies to engage all students.
6. Involve students in target-setting and in evaluating their achievement and progress.
7. Make effective use of educational technology to enhance teaching and learning.
8. Work with the school's Educational Support Services to cater for individual needs.
9. Maintain a safe, attractive and stimulating classroom environment.

Curriculum

1. Develop and maintain an up-to-date knowledge and understanding of the curriculum and areas of teaching.
2. Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the students in their class(es).
3. Ensure planning documentation is accurately reflected in the delivery of the curriculum.
4. Plan work to consistently and effectively meet the learning needs of students, delivering the agreed curriculum with adaptation, differentiation and rigour.



5. Ensure that a range of teaching resources and strategies are used and all students are sufficiently challenged.
6. Select appropriate learning resources and develop study skills through the use of a varied selection of resources (including education technology).
7. Teach their class(es), sets, groups or individual students, and assign tasks to be undertaken both in school and out of school to develop independent learning.
8. Ensure that every lesson has a clear and effective structure and delivery consistent with our teaching and learning policies.
9. Use appropriate teaching and classroom management strategies to motivate students and enable each to progress.
10. Ensure that there is effective use of baseline data to facilitate quality 'target setting' to enable students to maximise potential and to assist in measuring value added.
11. Involve students in action planning, setting achievable targets and in assessing and evaluating their achievement and progress.
12. Set and mark homework regularly (where appropriate) according to the homework policy and offer informative feedback that will extend student learning.
13. Maintain high levels of discipline and respect between students and staff.
14. Continually evaluate and review teaching methods and practices, materials and schemes of work, and initiate changes as appropriate.
15. Promote the Behaviour policy operated within the Primary School; reward students for excellence, improvement, contribution and determination; use the sanctions procedures following the rules and disciplinary system.

Assessment

1. Analyse, evaluate and use assessment data as the starting point for determining appropriate planning for the needs of students.
2. Mark and assess students' work against specified criteria and in line with the school feedback policy.
3. Accurately record both formative and summative data in the school's assessment trackers, ensuring that externally benchmarked data is gathered in an accurate and timely manner.

Resources

1. Ensure efficient and effective management and maintenance of classroom resources.
2. Ensure that all year group equipment and resources are stored safely and securely.
3. Order and allocate equipment and materials ensuring efficiency.

Communication

1. Ensure adequate and regular communication and consultation with students and parents.
2. Inform the Phase Leader or AHT Pupils and Parents of any students who display excellent achievement/effort or encounter difficulties.
3. Ensure the SENCO is made aware both of students with learning difficulties and those with exceptional abilities.
4. Ensure appropriate staff are made aware of any medical problems students may have.
5. Ensure that issues regarding 'health and safety' are raised with line managers.

School Policies and Professional Development

1. Effectively contribute to whole-school reviews of policies, aims and the revision or formulation of school guidelines.
2. To operate at all times according to the stated policies and practices of the school and contained within the current employee handbook.



3. Attend training days as notified at the beginning of the year.
4. Keep up-to-date with current educational thinking and practice, both through individual study and attending courses, workshops and meetings, and welcoming regular performance appraisals and reviews of their work.
5. To complete all required administrative tasks professionally, accurately and promptly.
6. To actively participate in and complete all PGP (Professional Growth Portfolio) documents effectively and promptly.

Pastoral

1. Adhere to the school behaviour management policy.
2. Ensure the physical, academic and well-being of students in their charge.
3. Safeguard the health and safety of students at all times.
4. Ensure that students are appropriately dressed in line with school policy.
5. Accurately record pastoral concerns on iSams and communicate these to colleagues who need to know them and parents where appropriate.
6. Ensure that safeguarding concerns are raised promptly and accurately recorded on CPOMS.
7. Ensure that policies for health, hygiene and safety are adhered to, with particular attention to hygiene practices, intimate care and the prevention of accidents.

Other Duties and Responsibilities

1. Present a positive image of ICS both within the school and the wider community.
2. Fully participate in building a whole school ethos through activities such as assemblies, supervising students during before and after school sessions, planning and running co-curricular activities and being involved in whole school committees.
3. Provide cover for colleagues across the school as and when required.
4. Organise and attend school trips and educational visits as appropriate.
5. Adopt a professional appearance and be culturally sensitive and professional both in the school and the community.
6. Take on additional responsibilities as and when determined and agreed with the PSLT (Primary Senior Leadership Team).
7. Be a flexible 'team player'.

I understand the range of responsibilities of a teaching post at the ICS and agree to abide by the conditions as indicated in this job description. This job description will be reviewed annually.

Declaration:

I understand the range of the above responsibilities and will endeavour to fulfil and develop them.

Name:

Date:

Signed:

ICS is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced International Child Protection Certificate (ICPC) and local police checks in previous countries of residence. ICS is an equal opportunities employer.