

JOB DESCRIPTION – PRIMARY SCHOOL CLASS TEACHER/January 2020

POST: Full Time Class Teacher

PURPOSE:

To carry out the professional duties of a teacher in accordance with the requirements of the Conditions of ELA Basel – The Swiss British School of Basel, in line with school policy and under the direction of the Executive Director.

AREAS AND RESPONSIBILITIES:

Planning, teaching, supporting learners, monitoring, assessment, recording, reporting and building positive relationships

Plan for highly effective learning by:

- Collaborating with colleagues to develop effective medium term plans linked to the objectives of the UK National Curriculum, ensuring appropriate coverage of the Programmes of Study
- Providing opportunities which develop the areas of learning identified in policies and particularly the foundations for literacy and numeracy
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk, including opportunities for learning beyond the classroom
- Taking account of pupils' needs by planning structured and differentiated learning pathways
- Reflecting upon and evaluating your own teaching practice to improve effectiveness
- Leading as a subject coordinator within the primary school age range

Deliver stimulating, challenging and engaging lessons by:

- Identifying, displaying and referring to clear teaching objectives, specifying how they will be taught and assessed
- Providing a clear structure for lessons, maintaining pace, motivation and challenge
- Setting a variety of activities which develop all learners ensuring they acquire and consolidate knowledge, skills and understanding appropriate to the subject taught and relevant to the wider world
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Making effective use of both formative and summative assessment to set clear targets for each learner, building on prior attainment

Support all learners by:

- Identifying and supporting SEN/T&G/EAL learners in partnership with the Head of Primary
- Working collaboratively to ensure the effective and efficient deployment of classroom support
- Utilising a variety of effective teaching techniques to:
 - i. match approach to content, structure and scaffold information, present a set of key ideas and use appropriate target language
 - ii. use effective questioning, listen carefully to pupils, give attention and constructive feedback to misconceptions and errors
 - iii. select appropriate learning resources and develop study skills through library, ICT and other sources

Improve learning through systematic processes of marking, assessment, recording and reporting by:

- Marking, assessing, recording and monitoring pupils' work systematically and set targets for improvement according to school policy
- Providing constructive feedback and utilising both formative and summative assessment methods to inform and drive individual attainment
- Evaluating effectiveness of learning objectives on a regular basis to improve aspects of teaching
- Monitoring strengths and weaknesses and using reflective feedback to inform future planning
- Preparing informative and constructive reports to parents as per the school reporting schedule

Build positive relationships with all members of the school community by:

- Nurturing relationships and maintaining discipline in accordance with school policy
- Setting and modelling high expectations of behaviour, engagement and consideration for others
- Encouraging best practice with regard to child safety, punctuality, high standards of written class and homework
- Attending assemblies, celebrating success and supervising children as requested
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentration, listening and perseverance
- Attending and contributing to staff meetings and training opportunities as required
- Communicating as appropriate with parents to highlight areas of concern or celebration
- Participating in school activities, trips and events as a valued member of the community
- Leading an after-school club on one afternoon each week

This job description may be amended at any time following discussion between the Executive Director and member of staff and will be reviewed annually.

I have read and understood the job description and agree to their terms.

Signature of Employee

Place

Date