

LATIFA SCHOOL FOR GIRLS

DISCOVER ♦ LEARN ♦ CONTRIBUTE



CLASS TEACHER

Line manager: Phase Leader/ Head of Department

The Class Teacher is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture that is happy, purposeful and productive
- support and motivate pupils, teachers and other school employees
- encourage consultation and discussion.

Class Teachers are responsible for the academic progress and the general welfare and happiness of the pupils in their class. They are responsible for helping support colleagues within Primary and for participating fully in the work of Primary. They are also responsible for co-ordinating the work of learning assistants within their class. Furthermore, they should help promote a working atmosphere that encourages cooperation and values the contribution that individuals make to the work of Primary.

1. General Responsibilities

The Class Teacher will:

- promote the School's aims
- support the priorities established in the Primary Development Plan
- contribute to the formulation of the Primary Development Plan
- take an active interest in the life of the School
- attend parents' meetings, department meetings, curriculum meetings, working party meetings and staff meetings, as and when required
- ensure that school policies are carried out consistently
- have responsibility for the welfare and progress of pupils in her class
- act as a focal point for information about pupils in her class
- support Subject Teachers who have concerns about particular pupils
- keep all teachers informed about developments with pupils and agree to appropriate sanctions being taken
- inform relevant staff about problems and action taken regarding specific pupils
- review pastoral policies annually and recommend changes after discussion within the department
- work as a team to promote school aims
- provide accurate information to the Heads of Department, the Head of Primary, Assistant Head of Primary and the Principal as required
- carry out a share of supervisory duties in accordance with published schedules.

2. Responsibilities in the Classroom

The Class Teacher will:

- teach and manage her classroom in line with the Teaching and Learning Policy
- liaise with the Phase Leader

- liaise with the Phase Leader and the Inclusion Department when she has identified a pupil who might require learning support
- establish a good standard of discipline by implementing the Behaviour and Rewards Policy
- set and mark homework according to the Homework Policy
- mark pupils' work according to the marking policy, drawing attention to good work as well as work which needs to be corrected
- use the Reward System consistently to recognise effort and achievement.

3. Pastoral Responsibilities

The Class Teacher will:

- be responsible for the social welfare of pupils in her class
- make pupils aware of the School's aims
- make pupils aware of the Behaviour and Reward System
- ensure all pupils know what the Behaviour and Rewards Policy is, and the consequences for unsuitable behaviour, not wearing the correct school uniform, not handing in homework on time and poor punctuality
- provide emotional support and stability for the pupils in her class
- build and develop personal relationships with individual members of the group
- foster positive group relationships with individual members of the group
- insist on high standards of politeness to all members of the school community
- be alert for friendship problems and identify pupils who appear unhappy or do not participate
- discuss problems with individuals, e.g., over homework or punctuality
- check on pupils who are slightly disorganised and help them prepare for lessons.
- ask the Phase Leader, Head of Primary or Assistant Head of Primary for help, if necessary
- help pupils identify their own problems and establish realistic targets to help them improve
- discuss class tests with individual pupils
- ask subject teachers if they have concerns about pupils in her class on a regular basis
- liaise and discuss any apparent health problems with Matron
- liaise with all Primary teachers about pupils who are having academic or other problems
- keep the Phase Leader informed about problems pupils are having and action taken to improve the problem
- be in the classroom punctually and insist that pupils are also on time
- escort pupils around the School as and when necessary
- encourage pupils to take pride in their classroom and make sure that it is left tidy
- check pupils' drawers from time to time, in their presence, to make sure they are neat and tidy
- take part in group activities such as educational visits, Book Week, etc.

4. Administrative Responsibilities

The Class Teacher will:

- read the notice board and emails and keep up to date on published information, e.g., letters home, advance warning of events, etc.
- read the Primary Development Plan regularly
- refer and contribute to Staff Information on the school server and keep it up to date
- keep to published deadlines
- write reports according to the published guidelines and deadlines
- take the electronic register daily, record absences and lateness
- make sure pupils provide a note from parents, or have phoned Matron, about absences from school
- pass on letters from parents, explaining a pupils' absence, to Matron
- collect reply slips from letters sent home and follow up late returns

- follow guidance and follow up reasons for persistent lateness and absence, and inform the Phase Leader
- check homework diaries at least once a week. Make sure they are neat and the information has been recorded clearly. Note whether the parent (or guardian) has signed the homework diary. Follow up on any comments recorded in the diary by parents or teachers.
- write class teacher reports according to the agreed procedures
- attend Parents' Meetings and discuss individual pupils' progress with parents or guardians
- follow up on specific concerns identified at Parents' Meetings with the Phase Leader or relevant members of staff

5. Responsibilities to Parents

The Class Teacher will:

- provide accurate, helpful information to parents at Parents' Meetings
- prepare reports to parents
- make sure that the language used in reports is clear and jargon free
- assess, monitor and record the progress of all pupils' in order to be able to provide accurate information to the Phase Leader, Assistant Head of Primary, Head of Primary or the Principal, as and when necessary.

6. Responsibilities to the Department

The Class Teacher will:

- attend department meetings and curriculum meetings
- write, publish and distribute minutes of meetings as required
- contribute to the effective and efficient running of Primary
- follow policies on homework, marking, etc.
- share ideas about teaching and learning
- support other teachers in developing new materials
- invite colleagues into the classroom
- plan and organise educational visits
- take part in and contribute to INSET activities offered in Primary and by the School
- report back on courses attended
- contribute to cross-curricular activities and initiatives
- take on responsibilities within Primary as part of an ongoing process of staff development
- keep up to date with developments in Primary Education.

7. The Behaviour Policy

The Class Teacher will:

- recognise all forms of pupil achievement
- recognise the efforts of individual pupils through praising their achievements
- recognise the efforts of individuals and groups publicly at assemblies
- bring the achievements of individuals, or groups of pupils, to the attention of Phase Leader, Assistant Head of Primary and Head of Primary
- evaluate policies and make recommendations for improvement in consultation with colleagues
- seek advice from Phase Leader, wherever necessary, about pupils who are having problems
- seek advice from Phase Leader, wherever necessary, about the appropriate level of sanction to be administered.

8. Other Responsibilities

The Class Teacher will:

- carry out other responsibilities as the Principal may reasonably require during term-time.

Latifa School is committed to safeguarding and promoting the welfare of all students under our care. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective practices, with specific attention to child protection. All staff agree to abide by the school's child protection policies and procedures and are required to participate in any child protection training mandated by the School, as a condition of employment.

Applicants should be willing to undergo a rigorous screening process which will include, but is not limited to, obtaining a Police Clearance or Good Conduct Certificate, verification of qualifications, obtaining satisfactory references (including current employer) prior to confirmation of employment. Applicants will also be required to complete a self-disclosure form prior to interview.