Foremarke School, Dubai recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

|  |  |
| --- | --- |
| Job Title: | Class Teacher |
| Responsible to: | On a day-to-day basis Class Teachers report to the Head of Year, Deputy Head and ultimately to the Headmistress. |
| Purpose of Role: | To teach primary school pupils (in a designated year group) across the full curriculum. |
| Key Relationships: | Head of Year Senior Management Team of Prep (SMT) Subject Co-ordinators Class Teachers Classroom Assistants  Parents and guardians |
| Main responsibilities/duties: | To carry out their role in accordance with the Foremarke Teachers’ Standards  Academic  To teach core curriculum and other curriculum areas as required to ensure a well-balanced education.  To produce medium and short term plans in accordance with the school’s syllabi and schemes of work, and provide these to the Subject Co-ordinator and Deputy Head  To set homework regularly, in accordance with the Homework Policy, to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.  To assess pupil’s work systematically and use the results to inform future planning and teaching.  To be responsible for processing assessments, recording and reporting of pupils.  To play an active part in completing pupil tracking of progress in individual subjects  To attend relevant and appropriate courses on a regular basis, taking an active interest in development and change within Education  To participate in parent consultation evenings and other parent events as required.  To ensure that each child maximises his/her potential and is well prepared for the next step.  Pastoral  To be available before/after school each day for children and parents who want to have a “quick word”.  To develop and maintain strong and positive home/school relationships.  To provide a safe and secure classroom environment in which children can thrive.  To take a close interest in the progress of the pupils as they go through the Prep School and beyond.  To be a role model to pupils, through personal presentation and professional conduct.  Administrative  To take pride in the classroom, keeping it tidy and encouraging the children to do the same.  To maintain high standards of display.  To work closely with staff within the Prep School to maintain good relations and communications.  To attend regular, usually weekly, departmental and whole school meetings.  To support the Head of Prep in assessing prospective new pupils  To be familiar with school and departmental handbooks and policy documents.  To be aware of basic first aid measures for asthma, diabetes, allergic reactions or other known medical conditions. |
| Additional requirements: | To contribute to extra-curricular and after school clubs.  To support activities within the School.  To escort children on educational visits as required from time to time  To participate in duty rosters for lunch duties, break and prep duties.  To attend School Open Mornings/Afternoons and other major School events |
| General requirements | To carry out all duties in accordance with Foremarke School Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate.  To comply with Foremarke School’s operating policies and procedures as issued from time to time  To contribute to self-development with support from Foremarke School  To carry out any other duties that might reasonably required from time to time according to the needs of the school. |
| Knowledge and experience: | Graduate  Qualified Teacher Status  Effective teaching experience at primary level  Excellent communication and interpersonal skills.  Ability to prioritise and meet deadlines.  Pro-active and highly organised.  ICT literate with excellent administrative skills.  Self-motivated, with a commitment to continuous improvement. |
| Skills required | Determination to complete a task or action and get the job done on time and to the appropriate standard.  Communicates clearly orally and in writing.  Shows good judgment in a range of situations;  Gathers, analyses and evaluates information to achieve the best outcome for the individual child;  Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively;  Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity;  Manages own time and information in an effective manner and makes best use of resources available;  Is adaptable, flexible and resourceful and able to respond to, and manage, change;  Represents the school in a professional manner |