

# TEACHERS

## Job Description Classroom Teacher - Professional Responsibilities

### **Curriculum Planning, Preparation and Delivery**

- Teaches the established school curriculum, and makes use of established school teaching strategies, systems, and learning resources as appropriate.
- Works on an ongoing basis to maintain up to date subject knowledge and utilises this to continually develop and document the relevant curriculum.
- Prepares, plans, and delivers the curriculum, clearly identifying the teaching objectives and how they are taught and assessed - in line with research based best practices.
- Demonstrates an awareness of the individual needs of students and promotes high academic standards, encouraging each student to reach his/her potential. This includes providing differentiated instruction where needed.
- Integrates the taught curriculum with the school's Schoolwide Learning Outcomes, including engaging students in learning activities which encourage creative thinking and promote critical inquiry.
- Evaluates own planning, preparation and delivery critically to improve its effectiveness.

### **Assessment**

- Sets, marks and returns homework and other assignments in a timely fashion, providing meaningful feedback.
- Maintains careful, complete and accurate records of student attainment.
- Implements a variety of relevant assessment strategies that measure student achievement, and uses this data to inform/improve specific areas of instruction.

### **Classroom Management**

- Fosters a classroom environment that values and respects the dignity of individual students.
- Maintains a safe, orderly and supportive classroom atmosphere that is conducive to effective teaching and learning.

### **Communication**

- Maintains good communications with parents and guardians, answering queries and being available at periodic parent-teacher meetings; and at other times as requested.
- Produces meaningful, well considered and evidence supported student reports at appropriate stages of the school year, as directed.
- Engages parents and students in meaningful discussions about student achievement; including being proactive in initiating these discussions whenever there are concerns.
- Works with students, support staff, parents, counselors and administrators to address areas of concern and meet individual student needs.

### **Professional Attributes and Staff Development**

- Establishes collaborative relationships with **all** members of the Lanna community.
- Is a committed member of the school staff - playing an active, positive and supportive role in building and maintaining the reputation of the school; participating fully in the school's extracurricular programme; taking an active part in planning and participating in departmental field trips; participating in professional development activities; serving on committees, etc.
- Covers for absent colleagues as and when this is necessary and reasonable.
- Supports fully the school's Child Safeguarding Policies.
- Undertakes any additional duties which may reasonably be assigned or requested by a Key Stage Coordinator/Head of Department/Principal/Head of School - never regarding the above points as a closed and limiting list; the role of a teacher has many facets.