



The Bahamas

KS1/2 TEACHER - JOB DESCRIPTION

MAIN AREAS OF RESPONSIBILITY

- 1) To plan, prepare, and implement the agreed school curriculum to cater for the needs of all children within the assigned class and any other class taught.
- 2) To provide a warm, friendly and supportive atmosphere that is conducive to the social and emotional needs of the children within the class.
- 3) To conduct lessons according to the agreed policy and syllabus.
- 4) To observe and evaluate the progress of each child and to record this progress as defined by the school.
- 5) To provide pastoral support for the class, ensuring each child is given the opportunity to reach their potential, and be alert to any signs of emotional distress.
- 6) To efficiently mark and comment upon the pupil's work as defined in the school policy.
- 7) To assess and evaluate pupils' progress using the school's agreed monitoring and assessment procedures.
- 8) To create an engaging, stimulating and relevant learning environment through displays and classroom organisation.
- 9) To set clear expectations for support staff and learners with regard to learning objectives and next steps for future progress in this regard.
- 10) To maintain discipline in accordance with school policies at all times and to encourage positive practise in relation to general behaviour and approach to school life.
- 11) To set homework, according to the homework policy, and to mark it with comments that will be helpful to both the pupil and parent.

- 12) To maintain cordial and informative relationships with parents.
- 13) To provide support for the children in a broad range of situations both on and off-site.
- 14) To work as part of a team with the teachers and assistants within the assigned year group and the rest of the school staff.
- 15) To liaise with other teachers in the school to ensure continuity between classes and departments.

OTHER DUTIES

- 1) To attend all staff meetings, parents' evenings (as appropriate), INSET (internal and external as requested).
- 2) To participate in (and where appropriate contribute to) the general well-being of the staff and school so as to maintain and improve the performance of the school for the benefit of all concerned.
- 3) To support the pupils and school as a whole, by attending school productions, functions and any events as requested.
- 4) To keep abreast of all policies of the school and to be aware of problems with individual pupils so that communication between colleagues for their general well-being is consistent and thorough.
- 5) To prepare school reports, on each pupil taught, at the end of each term. Prepare reports for Educational Psychologists, other schools and for any other body/organisation as requested by the Headmaster.
- 6) To share in the responsibility for covering colleagues in their absence.
- 7) To keep parents and pupils informed of all school notices and special events.
- 8) To comply with all legal requirements such as register of attendance and Health and Safety regulations.
- 9) To carry out tasks as delegated by the headmaster or senior management team.
- 10) To attend professional development courses to further knowledge and expertise as and when appropriate.
- 11) The teacher shall devote the whole of their working time and attention to the affairs of the school and shall not undertake any extraneous activities which could in the opinion of the Headmaster, interfere with the efficient discharge of the teacher's duties at school.

12) Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead or the Head.

Windsor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

PERSON SPECIFICATION

Suitable candidates will:

- 1) Be fully qualified teachers.
- 2) Be excellent classroom practitioners who value children.
- 3) Have high, though realistic expectations of the children.
- 4) Have a thorough up-to-date knowledge of the teaching year group curriculum.
- 5) Be IT literate.
- 6) Be committed to making a difference to all children of all abilities and talents, using a variety of teaching styles to aid learning.
- 7) Be a committed, dynamic and pro-active teacher and a cheerful, friendly and cooperative member of the staff.
- 8) Be supportive and positive in their interactions with team members and pupils.
- 9) Maintain excellent levels of appearance, attendance and punctuality.
- 10) Involve themselves fully in the life of the school.
- 11) Value, and be willing to promote, the caring ethos of the school.