**BIS Moscow**



**The British International School, Moscow**

**Job Description**

**Name**

**Title of post: Class Teacher**

**General**

The job description is to be performed in accordance with the provisions set out in your contract.

**Relationships**

* In matters relating to the curriculum, classroom issues, etc. the postholder will liaise with other colleagues and line manager. These matters and broader issues may also be referred through the school’s management structure.
* The postholder will be responsible for pupils in an assigned class and for any adult helpers ( e.g. nursery nurses, learning support assistants, teacher assistants, parents, students) who provide support within the classroom or work with individual children from the class.

**Purpose of the job**

* The education and welfare of a designated class of pupils having due regard to the English National Curriculum / EYFS, the wider school’s aims, values and all school policies.
* To ensure equal opportunities for all children and adults in the classroom.
* To establish a secure classroom atmosphere where high standards and an appropriate pace of work are set for children.
* To provide a stimulating and challenging environment.
* To provide a safe, well organised working area, in accordance with school policy, with all resources clearly labelled and easily accessible for children.

**Particular responsibilities**

**The post will require that the following duties be undertaken:**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
* Planning effectively to ensure that pupils have the opportunity to meet their potential, and taking account of the needs of pupils who are underachieving, making use of relevant information and specialist help where available.
* Setting appropriate and demanding expectations for individual pupil’s learning and motivation.
* Setting clear targets for pupils’ learning, building on prior attainment through developmental marking and formative assessment strategies.
* Identifying pupils who have Additional Needs and liaising with the Senior Leadership Team in order to give positive and targeted support.
* Record, assess and report the development, progress and attainment of pupils.
* Class teachers are accountable to the Headteacher for curriculum planning. (For monitoring purposes, planning must be completed weekly.)
* To adhere to the school policies and contribute to them at times of review.

**Managing Own Performance and Development.**

* Attend meetings, courses and read appropriate literature in order to keep professionally up to date.
* Understanding the professional responsibilities in relation to and for implementing school policies and practices, including those dealing with the well-being of individual pupils, maintaining good order, discipline and safeguarding the health and safety of pupils.
* Setting a good example to the pupils with regard to personal conduct and the use of positive language.
* Positively engage in performance management and work towards areas identified in the school development plan.

## Managing and Developing Staff and other Adults

Class teachers must:

* Establish effective working relationships with all colleagues throughout the school.
* Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils’ learning.

## Relation with Parents and the Wider Community

* Liaise effectively with pupils’ parents/carers through informative oral and written reports on pupils’ progress and achievement, discussing appropriate targets and encouraging them to support their children’s learning, behaviour and progress.
* Preparing and presenting informative circulars to parents at the start of each term.

Undertake other such duties as may be assigned by the Headteacher.

The post holder is accountable to the Headteacher. The job description may be reviewed on an annual basis in consultation with the post holder.

Class Teacher

Signed:

Name:

Dated:

Headteacher

Signed:

Name:

Dated: