



## ST CHRISTOPHER'S THE HALL

### JOB DESCRIPTION

<b>Post Title</b>	Class Teacher
<b>Post Holder</b>	
<b>Responsible To</b>	Phase Leader

All members of staff employed by St Christopher's The Hall School are expected to uphold the school's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies. The duties outlined in this Job Description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

**Main Purpose of the Role:** To undertake the teaching of general subjects, in accordance with the School Teachers Professional Standards, to a class, as well as pastoral and administrative duties in respect of pupils in this class and responsibilities in the school as detailed below.

#### **General Responsibilities**

- To promote high quality teaching and learning
- To ensure that the classroom and outside areas are an invigorating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom and outside
- To teach a range of subjects (Specialist teachers for Music, Art, Drama, French, PE and Games)
- To monitor and evaluate pupils' learning, liaising closely with the Head of Phase
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents
- To maintain and manage the physical resources in the classroom
- To undertake supervisory duties
- To run an assigned weekly club within the school day
- To organise and prepare occasional phase assemblies
- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications
- To support and contribute strongly to the corporate life of the school (e.g. contributing material to newsletters, the school magazine, the website, attending events etc.)
- To comply with all Health & Safety requirements
- To play a full part in the life of the School

### **Teaching and Learning**

- Plan, resource and deliver engaging lessons that meet the needs of all pupils enabling rapid progress
- Teach lessons at the times stipulated on the school timetable
- Following Schemes of Work prepared by the Heads of Department
- Preparation of medium and short term plans
- Planning for differentiation
- Liaise with the Head of Learning Support and Enrichment as necessary
- Set homework tasks as required in line with school policy and procedures
- Provide regular and timely written and verbal feedback which provides pupils with the information they require to move forward
- Provide a stimulating, motivating learning environment
- Accompany and organise trips and workshops as required within our guidelines

### **Assessment and Reporting**

- Make regular assessments of pupils' attainment and progress
- Keep records of pupils' progress
- Follow our feedback and marking policy to provide advice for pupils on how to improve
- Assess and mark internal assessments
- Be part of Pupil Progress Meetings to track pupils and devise interventions
- Write reports on pupils' attainment and progress (twice per year)
- Lead parents' meetings to discuss pupil's progress
- Provide written reports on pupils on request eg for other schools or school transfers

### **Provide Pastoral Care:**

- Follow school code of conduct and expect pupils to do the same
- Maintain excellent behaviour and attitudes within classes
- Live by the Schools' character values and ethos in day to day professional life
- Be actively involved in promoting the well-being of pupils
- Seek support from the Leadership Team for personal wellbeing needs as required
- Provide a role model for pupils in terms of personal standards of conduct, appearance and punctuality
- Maintain open lines of communication with parents, including emails
- Attend school assemblies and church services
- Attend occasional functions and events outside school hours when deemed appropriate and necessary to support pupils and staff

### **Professional Development:**

- Periodically review programmes of work and methods of teaching
- Attend courses to develop professional skills and participate fully in our professional development programme
- Act upon advice and feedback and be open to coaching and mentoring
- Observe and be observed by colleagues as a means of sharing good practice

- Stay up to date with current educational practice as well as curriculum development and professional practice specific to St. Christopher's
- Attend departmental meetings and all relevant staff meetings to discuss curriculum, pastoral and other matters

### IMPORTANT: SAFEGUARDING

St. Christopher's The Hall is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including reference checks, and the successful applicant will be required to take the enhanced DBS check.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead or the Head.

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*