



## **Duty Statement: Class Teacher**

The strength of any school is its staff. The staff set the tone and maintain the overall morale of the school in many ways. Much of this role clearly falls to the Class Teacher as the one with whom students and parents have the most consistent contact.

### **1. As a Class Teacher staff are required to:**

- Demonstrate at all times active support of the School Aims and Objectives, Policies and Practices;
- Create a learning environment which stimulates learning, promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported;
- Make the best use of resources available;
- Use a variety of teaching and learning techniques to meet individual needs as far as is possible;
- Identify learning needs, conferring with specialist staff eg House Patron, Director of Student Welfare, Director of Curriculum, Head of Primary, when necessary;
- Present and explain criteria for assessment to students in advance;
- Provide timely and useful feedback about completed assessment items to students;
- Share explicitly with students the expectation of a code of conduct which enables all students to work productively and receive a fair share of teacher attention;
- Communicate in a clear, respectful and professional way in order to optimise each student's development;
- Attend all lessons (unless prior arrangements have been made with the Director of Curriculum/Head of Primary) and be punctual to class;
- Maintain professional confidentiality on information about students and their families;
- Be proficient in the use of ICT as a teaching and administrative tool.

### **2. Record Keeping and Reporting is a key component of any teacher's work. This would normally include:**

- Planning, preparing and recording work to be undertaken by classes;
- Conducting evaluations of work and assessment programmes and teaching practices;
- Marking and assessing students' work and keeping complete and accurate records of each student's progress;

- Communicating with parents in written reports and Parent/teacher Interviews and at other times as required and noting details of discussions, if appropriate;
- Carrying out administrative tasks thoroughly and punctually;
- Keeping a record of School policies and documentation for personal reference.

**3. As a Member of Staff all Class Teachers are expected to:**

- Communicate with and establish effective and co-operative working relationships with teaching and non-teaching colleagues;
- Help enable the best use of shared resources;
- Undertake playground, class and other supervisions according to rosters, as required;
- Work with colleagues to review and develop the curriculum and write course documents;
- Attend Assemblies and Chapel Services;
- Attend Staff, Departmental and House Staff Meetings;
- Participate in the extra-curricular and co-curricular life of the School;
- Maintain the highest professional standard in dress and manners and support the Staff Code of Conduct.

**4. All staff must maintain a focus on Professional Development of Self and Staff by:**

- Undertaking regular professional development such as reading and attending courses, for the development of knowledge and skills on a personal basis, to take into account current developments relevant to the needs of students and the requirements of the curriculum;
- Participating in the Staff Appraisal Programme, setting personal goals and evaluating same;
- Accepting a role as a Mentor for a colleague as part of the Staff Appraisal Programme;
- Keeping abreast of knowledge and curriculum developments in teaching areas as well as current developments in educational thinking;
- Contributing to the professional development of other staff members by sharing knowledge, ideas and resources.

**5. Other Duties**

- Undertake such other duties as may be required by the Principal.