



Job Specification

Class Teacher

The duties and responsibilities of a Teacher shall include the following:

Overall Functions

- To promote the mission of the school
- To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority;
- To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Unit.

Main Responsibilities

- Planning, preparing and delivering lessons to all students in the class;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
- Assigning work, correcting and marking work carried out by his/her students;
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students;
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
- Participating in arrangements within an agreed national framework for the appraisal of students' performance;
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the National Curriculum Framework guidelines;
- Advising and co-operating with the Headteacher and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral care arrangements;
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Headteacher or his representative;
- Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities;

- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times;
- Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organisation and administration of the school;
- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Headteacher;
- Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance;
- Participating in school assemblies;
- Registering and monitoring the attendance of students under one's care;
- Sharing in any possible and reasonable way in the effective management, organisation, order and discipline of the school;
- Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners;
- Participating in and contributing to Individualised Learning Plans and Educational Healthcare Plans, including the reviews of pupils with EHC's and collaborating with parents, SMT, Inclusion Coordinators and other professionals/stakeholders working with the student;
- Direct and manage the work being carried out by the Support Assistants in class;
- Liaising and collaborating with specialist teachers/resource persons and other professionals working with statemented students;

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils