



## JOB DESCRIPTION

**Job Description:** Classroom Teacher

**Reporting To:** Head of Department

**Line Reports:** Head of Department

**Job Purpose:** To facilitate and encourage learning which enables student to achieve high standards: to share and support the corporate responsibility for the well-being, education and discipline of all students.

### Key Responsibilities

#### General:

1. Plan and teach well-structured lessons of a high standard to students following designated programmes of study, carrying out necessary assessments, providing information/comments for records, monitor students in accordance with agreed departmental strategies, promote a love of learning and students' intellectual curiosity, set homework and plan other out of class activities to consolidate and extend knowledge and understanding.
2. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the students you serve.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, parents, governors and the wider community.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD.
5. Demand ambitious standards for all students, overcoming disadvantages and advancing equality, instilling a strong sense of accountability in others.
6. Contribute to the corporate tasks of development, record keeping, monitoring and evaluation of lessons and maintenance of materials.
7. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
8. Adapt teaching to respond to the strengths and needs of all students, knowing when and how to differentiate appropriately, demonstrating an awareness of the physical, social and intellectual development of students, using effective teaching strategies that match individual needs.
9. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
10. Make accurate and productive use of assessment, providing students with regular meaningful feedback, making use of formative and summative assessment to secure student progress, using relevant data to monitor progress, set targets and plan subsequent lessons.
11. Plan and teach well-structured lessons of a high standard to students, following designated programmes of study, impart knowledge and develop understanding through effective use of lesson time, set homework and plan out of class activities to consolidate and extend knowledge and understanding.
12. Monitor and evaluate progress towards achievement of the school's aims and objectives.
13. Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
14. Work closely with and consult those teachers who are responsible for similar curriculum areas, ensuring continuity and progression for students.
15. Promote good progress and outcomes for students (knowing when and how to differentiate appropriately, demonstrating an awareness of the physical, social and intellectual development of children, having a clear understanding of the needs of all students, using effective teaching strategies that match individual needs).
16. Delivering results and meeting expectations (focuses on organisational and student needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way).
17. Coping with pressures and setbacks (works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles criticism well and learns from it).
18. Achieving personal work goals and objectives (accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; identifies development strategies needed to achieve goals and makes use of developmental or training opportunities; seeks to set and achieve stretching goals, aspiring to greater levels of performance and attainment for students and self).
19. Engage effectively with parents and other members of the community to resolve complaints and develop constructive relationships that support the School in realising its aims and objectives.
20. Participate in Performance Development in accordance with school policy and understand how this fits with continuing professional development.
21. Have high aspirations, striving to maintain and enhance the reputation of the school as a safe, innovative and forward-thinking learning environment where children and young people thrive and maximise their potential.
22. Demonstrate loyalty, professionalism and high standards of integrity and confidentiality within the school, the Trust and the wider community.
23. Undertake any other reasonable tasks or duties assigned by the Head of School.

**Specific:**

The specific duties of the Classroom Teacher will be reviewed on a regular basis and will change as the aims and objectives of the School change, and as and when the Headteacher deems it appropriate.

**The key competencies and behaviours commensurate with this post are identified overleaf.**

**General Information:**

- *The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the school. The post holder will undertake any other duties at the request of the Executive Principal appropriate to the remit.*
- *The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.*
- *The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.*
- *The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.*
- *Malet Lambert School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.*



# Ethical Leadership Qualities Competencies and Behaviours



Competency	We do this by
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to manage their emotions.</li> <li>• Keeping promises and doing what you say you will do</li> <li>• Having a genuine interest in others</li> </ul>
<b>Wisdom</b>	<ul style="list-style-type: none"> <li>• Developing knowledge and real expertise, then sharing knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.</li> <li>• Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.</li> </ul>
<b>Kindness</b>	<ul style="list-style-type: none"> <li>• Being kind, humble and authentic</li> <li>• Leading with compassion and care, listening and seeing beyond the job role to the person</li> <li>• Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.</li> </ul>
<b>Justice</b>	<ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy.</li> <li>• Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.</li> <li>• Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.</li> <li>• Removing barriers and blockers to enable others to do their jobs well</li> <li>• Leaving our egos at the door and putting ourselves in the service of others.</li> <li>• Channel ambition into our schools, not ourselves, and developing our successors</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• Looking in the mirror when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.</li> <li>• Give the whole truth, the back-story and the why.</li> </ul>
<b>Optimism</b>	<ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity and cynicism</li> <li>• Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.</li> <li>• Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> <li>• Quickly taking in new information and translating that into recommendations, decisions, plans and projects.</li> </ul>