



The Dixie Grammar School

Nursery • Junior • Senior

## THE DIXIE GRAMMAR JUNIOR SCHOOL AND NURSERY

### JOB DESCRIPTION – CLASS TEACHER

|                |                                     |
|----------------|-------------------------------------|
| Title          | Class teacher                       |
| Accountable to | Head of Dixie Grammar Junior School |
| Postholder     |                                     |
| Date           | 1 September 2021                    |

#### A – Teaching responsibilities

*Under the direction of the Academic Assistant Head Teacher*

1. To plan work for the class and subject, in accordance with the school policies and in co-operation with the subject leaders and department leaders, to ensure the children receive a broad, balanced, stimulating and relevant curriculum.
2. To ensure a close match between the learning experience offered and the individual needs of the children in the class, so to give each child an opportunity to maximize his/her capability.
3. To make appropriate educational provision for children with SEND, with support from the Additional Needs Co-ordinator.
4. Where possible, make sure that the majority of the children's work is closely linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.
6. To work closely with colleagues in the development of syllabuses, teaching materials and schemes of work.
7. To assess students' work and progress and maintain records. Report these assessments within the school's framework for assessment.
8. Produce written reports to parents termly and in line with school procedures

9. To be responsible, or jointly responsible, for the appearance of your normal teaching area(s) and ensure it is secure, happy and stimulating. It should promote the highest standards of organisation and discipline.
10. To keep the Assistant Head Teachers informed, as necessary, of academic or pastoral concerns
11. To inform the Pastoral Assistant Head Teacher of any absence and to set work for the classes missed.

## **B – Pastoral Responsibilities**

Members of staff are form teachers. As such they are part of a team working under the direction of the Pastoral Assistant Head Teacher.

They are expected:

1. To be responsible for academic and pastoral oversight of the pupils in their form and to keep the Assistant Head Teacher's informed as necessary.
2. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
3. To check homework diaries and monitor and update the Class Dojo system
4. To initiate any necessary contact with parents and maintain an open and honest dialogue about their child.
5. To write and collate reports and attend meetings with parents
6. To keep an accurate register and check that a letter covers all absences

## **C - General Duties**

1. To share in supervisory duties according to the duty rota.
2. To take part in meetings with both colleagues and parents as required for the fulfilment of academic and pastoral responsibilities.
3. To take up opportunities for continuous professional development identified through the performance management structure as well as keeping abreast of educational developments through self-directed reading/research.
4. To make good use of all opportunities to promote the well-being of the school, its pupils and staff.
5. To be responsible for managing the behaviour and discipline of students in line with the School's Behaviour Policy.
6. To act as role model to students and support the ethos of the school

- 7. To observe all Health and Safety requirements and assess the risk of any new activity that you undertake. If there is a significant risk you should discuss with the Head of the Junior School what action needs to be taken
- 8. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school

The above job description can only indicate the general areas of a teaching post at this school. It may be subject to amendment at any time, but only after consultation and agreement with the holder of the post.

The document should be read in conjunction with the job description of any post of responsibility that a member of staff may hold.

**Signature** ..... **Date** .....

**Head of Junior School signature** ..... **Date** .....