



## JOB DESCRIPTION: THE ROLE OF THE CLASS TEACHER

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### Rationale

Each teacher has a responsibility for ensuring that the pupils in his/her care are taught thoroughly and purposefully and that the best possible learning environment prevails.

Prince Henry's takes pride in a strong positive ethos and this is upheld and constantly reinforced by the class teacher who, wherever possible, will look to reward and encourage each individual rather than penalise and denigrate pupils and their work. Each teacher must aim to create a happy, successful working environment in which pupils of all abilities can flourish.

A class teacher is not working in a vacuum; she/he is part of a departmental team and consequently can expect the help, support and guidance of the Head of Department and other members.

Teachers working at Prince Henry's are expected to carry out their professional duties in accordance with the description published annually in the School Teachers' Pay and Conditions Document and Guidance on School Teachers' Pay and Conditions. The specific responsibilities outlined below reflect this guidance.

### Specific Responsibilities

- To prepare and plan lessons appropriately and to keep records of such plans.
- To be aware of the potential of pupils and the targets set for them and to ensure that the work planned for them is at a suitably challenging and progressive level.
- To mark work arising from these lessons on a regular basis and in such a way as to ensure that judgements about pupil progress can be made easily.
- To deliver lessons in line with department policies and Schemes of Work including ensuring that there is appropriate differentiation and use of ICT.
- To attend Parents' Evenings/meetings to discuss progress as required by senior staff.
- To write reports in as positive a way as possible as and when requested by senior staff, observing the guidelines of the school's Reporting Policy.
- To follow the syllabus laid down in each subject and to prepare and provide appropriate Schemes of Work for the delivery of the subject.



## Specific Responsibilities (continued)

- To follow all appropriate National Curriculum guidelines.
- To monitor, evaluate and assess pupils' work in line with the school's Assessment Policy and to ensure that each pupil is aware of the strengths and weaknesses of his/her work and that homework is set and marked in line with the school's Homework Policy.
- To be aware of and to implement in curricular terms the school's Equal Opportunities Policy.
- To keep records accurately and efficiently as required by the school's Recording Policy.
- To ensure that lessons are conducted in a disciplined manner consistent with school policy and to seek advice and support as appropriate over such problems that may arise.
- To ensure pupils enter and leave the room in an orderly fashion and that lessons are conducted in an orderly manner.
- To be aware of the school's Special Needs Policy and practice and to oversee the work of those who receive help in this direction.
- To ensure that all school equipment - text books, tools etc. are maintained in good order when used by the class.
- To ensure the safety of pupils in potentially hazardous situations, eg laboratories, workshops etc. in line with the school's Health & Safety Policy.
- To maintain the classroom/teaching area tidily and litter free and to endeavour to make it an attractive place of work. To ensure that teaching rooms are left in a clean and fit state at the end of the lesson and to report any misuse of the teaching area to the Tutor, Year Head and Head of Department.
- To report all losses, damages (including graffiti) and breakages in the teaching area to Zoe Smith, Business Manager.

**October 2012**