

Junior School Classroom Teacher



Purpose of Job

To deliver high quality teaching of assigned subjects and classes to ensure that every pupil fulfils their academic potential at Fyling Hall.

Responsible to:

1. Head of the Junior School
2. Ultimately responsible to the Headmaster

Duties (individual tasks may be delegated)

- to take responsibility for the planning and delivery of curriculum subjects to assigned classes
- to maintain good order, discipline and a safe environment, both within the classroom and when engaged in activities elsewhere
- to write pupils' reports as required
- to participate in playground supervision and lunch duties, including serving a lunch table
- to take assemblies and prepare the children for class assemblies and special occasions as required
- to take responsibility for the co-ordination of one or more subjects as appropriate
- to attend appropriate departmental and whole school staff meetings
- to liaise promptly, efficiently and effectively with parents as required
- to participate in any arrangements made by the Head of the Junior School and the Headmaster for curriculum and staff development, including performance management and in-service training
- to engage in personal professional development by attending relevant courses and meetings as required
- to attend and participate in, as required, general school functions, including those held out of school hours during term time, such as concerts, Open Mornings and Parent/Teacher meetings
- to assist in the promotion of the school's reputation and to contribute to activities associated with marketing the school
- to undertake any other relevant duties as assigned by the Headmaster and the Senior Teacher of the Junior School

Notes

- liaison with the other teachers in the school is essential, particularly with regard to planning, assessment and record keeping
- teachers are mainly responsible for teaching their own class, however they may be asked to teach other classes or groups for specialist subjects or to facilitate the delivery of the curriculum
- all work is planned and assessed in accordance with the school's curriculum and assessment policies
- all staff are expected to make a full contribution to the life of the school including the provision and the supervision of after school activities and homework clubs as appropriate
- all staff are reminded of the need to maintain confidentiality with regard to individual children and all other school matters
- all staff are reminded of the school's commitment to safeguarding and promoting the welfare of pupils
- all staff are reminded that it is their responsibility to familiarize themselves with, and to follow, school policies and procedures
- teachers may be asked to work in any part of the school

Reviewed June 2022