

ROKEBY SCHOOL JOB SPECIFICATION

Classroom Teacher

Role outline:

A classroom teacher at Rokeby School may be a subject specialist teacher, teaching classes between Reception and Year 8 as required, or a Form Tutor, teaching a range of subjects to classes from Reception to Year 4. They are to be a strong guide and an excellent practitioner, able to engage the boys in learning thoroughly, effectively and well and also helping to inspire in them a love of learning.

They will seek to adhere to, and if possible exceed, the expectations laid out in the school's teacher standards.

Key responsibilities:

The Classroom Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- maintain the positive ethos and core values of the school, both inside and outside the classroom
- contribute to constructive team-building amongst teaching and non-teaching staff and parents.

The Classroom Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headmaster and Senior Leadership Team;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies if appropriate;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Their duties include the following:

- planning and preparing lessons
- teaching all boys in the class, according to their educational needs
- setting and marking work completed by the boys in school and at home
- assessing, recording and reporting on the development, progress and attainment of the boys
- promoting the good progress of all boys
- providing guidance and advice to boys and parents as appropriate
- liaising with form tutors as appropriate over progress and behaviour of the boys
- providing oral and written assessments and reports as required

Key responsibilities:
<ul style="list-style-type: none"> • communicating with parents as necessary and participating in meetings arranged for parents • reviewing methods of teaching and schemes of work and discussing these informally or formally as appropriate • participating in INSET training provided at school and being prepared to attend outside courses as advised by the Senior Leadership Team • advising and co-operating with the Headmaster and Senior Management team on the preparation of courses of study, teaching materials and programmes and pastoral arrangements • maintaining good order and discipline among the boys at all times (whether on duty or not) • and safeguarding their health and safety both on school premises and when authorised to be in charge of them outside school • participating in all staff meetings as required • supervising for absent colleagues as required and, if necessary and practicable, to teach a class where a colleague is absent and suitable work has not been set.
Copies of:
Schemes of Work to HoDs
Line Management
As set out in the line management schedule, revised annually
Standards and Expectations
A member of the teaching staff is expected to meet or exceed the school's standards and expectations.
Responsible to:
Subject leaders and/or Year Heads as appropriate.

Jason R Peck
Headmaster
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