# CAYMAN PREP AND HIGH SCHOOL

## JOB DESCRIPTION

## Primary School Classroom Teacher

**Purpose:**

- To carry out the professional duties of a teacher, as circumstances may require and in accordance with the School's policies
- Plan and deliver lessons to ensure outstanding student learning through individual, small group and in-class teaching methods in line with The National Curriculum of England (2014 revision)

**Reporting to:** Year Group Leader, PLT Members

**Liaising with:** Parallel class teachers, Subject Leaders, Learning Support staff

**Main duties and responsibilities:**

- teach an appropriately broad, balanced, relevant and differentiated curriculum, based upon revised English National Curriculum 2014 to assigned students, according to varied educational needs
- provide opportunities for students to be actively involved in their learning, through practical activities, investigations, experiments, research, etc.
- establish a safe and stimulating physical and emotional environment for students, rooted in mutual trust and respect
- set goals that stretch and challenge students of all abilities, dispositions, learning needs and styles, cultures and backgrounds
- draw up long, medium and short term plans for all subjects taught, in collaboration with parallel class teachers, subject leaders and learning support staff
- attend weekly planning meetings with parallel class teachers and Support for Learning staff
- create weekly lesson plans, which should be "working documents", readily available to assist substitute staff when necessary. These plans should meet the School's Planning Criteria and should be submitted to PLT within the stated time frame
- maintain accurate records of students' attainment and progress, in accordance with assessment and subject policies: use assessment data to inform next steps
- mark students' work (including homework, when appropriate) promptly, in accordance with the "marking" and "presentation of work" policies
- use IT as an effective learning tool, where appropriate
- manage behaviour in accordance with the rules and disciplinary policy and procedures of the school, promoting an understanding of the need for such guidelines. Cultivate a respect for persons and property, a high regard for health and safety issues and positive relationships with and amongst students
- build and maintain co-operative relationships with parents, communicating with them on students' learning and progress, drawing attention to special skills and talents as well as to potential problems or difficulties

- maintain an attractive stimulating and enabling classroom environment which includes a balance of displays which celebrate, support and challenge learning. Ensure that displays in the classrooms and corridors are replaced on a regular basis and maintained to a high standard, in line with the School's Learning Environment Guiding Principles
- maintain a safe, clean, tidy environment, where books, equipment and other resources are used responsibly and returned to their assigned places
- mark the student attendance register and submit to the office at the beginning of morning and afternoon sessions as required. Set a good example as regards to punctuality

**Other responsibilities:** All members of staff are expected to:

- maintain confidentiality at all times with regard to student information and related school matters
- attend staff / other meetings, parent/teacher conferences, as required
- attend school assemblies, insisting upon the responsible behaviour of students
- support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and appearance
- carry out assigned duties in addition to regular teaching; e.g. playtime, lunch duty
- offer two voluntary extra-curricular "club" activities over the course of the school year, one of which must be after school
- support implementation of the PMAP (Professional Management and Appraisal Process) in order to improve standards of teaching and learning
- Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
- support and participate in parent/teacher fund-raising and social events, sporting, musical and other out-of-school activities
- Uphold the school's behaviour code, uniform requirements and other regulations
- Assist with various duties as assigned by the Principal, according to the needs of the school.

**Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:
Post Holder: _____ Date: _____

Primary School Principal: _____ Date: _____

*Updated June 2022*