



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION

Primary School Classroom Teacher

Post: Primary School Classroom Teacher

Reporting to: Year Group Leader, PLT Members

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

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 progress and learning.
- Through whole class, individual, small group teaching methods in line with the current British National Curriculum, adapt learning to ensure outstanding progress for all students.

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 cover 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 assessment 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:

- Always maintain confidentiality with regard to student information and related school matters.
- attend staff meetings, PTCs 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 forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post holder Name: _____ Date: _____

Post Holder Signature: _____

Primary School Principal: _____ Date: _____