Position Title: Class Teacher

Position Summary

Class teachers are responsible for the delivery of curriculum to the class or classes they have been allocated. Duties encompass teaching, curriculum development, report writing, extra-curricular activities, and any other duties as directed by the Principal.

Key Responsibilities

1. Delivery of curriculum as set out by one or more of Head of School, Head of Faculty or other responsible staff member.
2. Maintaining curriculum documentation as directed by the Director of Studies.
3. Maintain an up-to-date knowledge of current teaching practice and developments through appropriate professional development activities and participate in professional development activities provided by the College.
4. Identify and make provision for students with special learning needs.
5. Develop and administer appropriate assessment tasks for each class and keep individual students promptly and fully informed of their progress in these tasks.
6. Monitoring of student progress to ensure that students are working to capacity.
7. To create a stimulating and challenging learning environment within the classroom.
8. Involvement in co-curricular activities.
9. Monitoring of attendance in accordance with school policy.
10. Keeping detailed and accurate records of individual student achievement and progress via a mark book.
11. Regular reporting of student progress to parents through Parent/Teacher interview evenings, formal school reports or meetings with parents.
12. Use of student diary and journal to record communications with parents.
13. Regular meetings with Head of School to brief on student matters.
14. Contribute to the budget process through the Head of School and/or Head of Faculty.
15. To be concerned with routine matters such as manners, pride in uniform, punctuality and attitude to learning.
16. Maintenance of school discipline in accordance with school policy.
17. Yard duty and other such duties as rostered by the Director of Administration.
18. Specialist teacher responsibilities for returning/collecting students; locking doors.
19. Attendance at relevant meetings.