



# The Helena Romanes School and Sixth Form Centre

## Classroom Teacher Job Description

**Responsible to:** Head of Subject/Head of Faculty

**Responsible for:** Teaching classes and other subjects as allocated by the Leadership Team

### Core Purpose

- To provide excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and Leadership Team in the overall management and development of the school.

### 1. Teaching and Learning

- Plan and deliver lessons to ensure that excellent teaching, learning and progression takes place in all allocated classes.
- Mark, assess, record and report on student achievement and maintain accurate records as required.
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the Subject/Faculty or examination boards.
- Meet deadlines for reporting, marking, submission of coursework and other assignments.
- Use data effectively to evaluate student progress and inform learning programmes.
- Ensure homework is regularly set and marked.
- Follow school policies for assessing, recording and reporting on student achievement, and use these to set targets for further improvement.
- Establish high expectations and ensure that clear targets are set for student achievement including those with special educational needs, the more able, and those who are disadvantaged.
- Contribute to the development of schemes of work, Subject, Faculty and School policies as appropriate.
- Employ a range of behaviour management strategies to maintain a purposeful, orderly classroom environment including neat storage and learning centred displays.
- Undertake specific duties within the Faculty as agreed with your line manager.
- Attend and contribute to appropriate meetings and professional development activities.
- Follow school policy and support the Leadership Team in the effective operation of the school.
- Teach, including planning, setting homework, marking and assessment in line with school policies.

- Engage with whole-school initiatives.

## **2. Management of Resources**

- Ensure that school resources are properly maintained.
- Maintain an orderly classroom with neat storage and safe keeping of school property.

## **3. Other Professional Requirements**

- Establish good working relationships with staff, students and parents.
- Have responsibility for a tutor group as required.
- Use the subject taught to prepare students for the opportunities, responsibilities and experiences of adult life.