



## Secondary Classroom Teacher Job Description

### 1) Christian Ethos

- a) Support the values and goals of the school through personal example.
- b) Ensure the provision of a Christian perspective in classroom activities.

### 2) Planning and Preparation of Lessons

- a) Develop and maintain teaching programs and assessment timelines approved by the Head of Learning Area (HOLA).
- b) Develop teaching programs that state the outcomes to be achieved and reflect the ability level of pupils.
- c) Incorporate independent and collaborative learning strategies and Information Technology into lessons where appropriate.
- d) Maintain ongoing records of pupils' attainment levels.
- e) Utilise the learning management system (SEQTQ) effectively.

### 3) Teaching Skills

- a) Demonstrate competency in general teaching skills.
- b) Demonstrate the ability to cope with different levels in the one class group.
- c) Use of appropriate audio-visual and information technology.
- d) Use a range of teaching and learning strategies, particularly those which reflect the educational goals of the College.
- e) Use the full range of questioning levels.

### 4) Classroom Management Skills

- a) Maintain appropriate routines for the orderly management of the Classroom.
- b) Employ positive, consistent, and fair discipline, which enables students to work in a cooperative environment.

### 5) Communication Skills

- a) Effectively communicates with parents, students and staff in both written and oral forms.
- b) Set high literacy standards.

### 6) Relationships with Pupils

- a) Exhibit a positive attitude to students based on mutual respect.
- b) Create positive relationships with pupils, such that they feel safe and heard.

## **7) Involvement in Curriculum Development**

- a) Support the curriculum initiatives that are part of the College's educational goals.
- b) Discuss and exchange ideas with colleagues on current curriculum issues particularly, those relating to:
  - i) the integration of Information Technology into the Curriculum.
- c) Liaise with the Inclusive Education department to ensure the provision of quality support for students with learning disabilities and/or special needs, including implementation of Individual Education Plans (IEPs) and Learning Profile (LPs).

## **8) Assessments and Reporting**

- a) Ensure all assessments are: valid, educative, explicit, fair and comprehensive.
- b) Provide appropriate and effective feedback after each assessment.
- c) Oversee students on IEPs and regularly communicate with parents on each student's progress.
- d) Immediate communication with parents on any behavioural or learning issues.

## **9) Professional Development**

- a) Attend and participate in whole-school professional development activities.
- b) Participate in professional development appropriate to individual and departmental needs.
- c) Connect with professionals in other schools.

## **10) Participation as a Team Member**

- a) Establish and maintain a cooperative working relationship with other members.
- b) Attend and participate in departmental meetings.
- c) Fulfill departmental requirements relating to the marking, return and recording of student work.

## **11) Form Class/Assembly/Chapel**

- a) Undertake all tasks as set out in the Staff Handbook.