



St. Joseph's Institution International School

JOB DESCRIPTION

Job Title:	Class Teacher (Year 1-6)
Reporting To:	Head of Year, Lower School or Upper School Coordinator, and Assistant Principals
Direct Reports:	Teaching Assistants
Effective starting from:	1 August 2027 to 31 July 2029

Primary Purpose:

- To teach pupils assigned to your class within the school and carry out duties as required by the Elementary School Leadership Team.
- To promote the Lasallian Mission and Core Values of SJIIS.
- Ensure that planning, preparation, recording, assessment and reports meet the expectations of the school.
- To actively contribute to wider school development and growth.
- Demonstrate thorough curriculum knowledge.
- Demonstrate a proactive approach towards professional development.

Specific Duties and Responsibilities:

1. Teaching and Learning

- Ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress and challenge are maintained and the best use is made of teaching time.
- Use inclusive teaching methods, which will engage and stimulate pupils' intellectual curiosity including the use of effective questioning, clear presentation and effective use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour management through focused teaching.
- Create positive and productive relationships in accordance with the behaviour and anti-bullying policies of the school, embedding SJIIS Character Strengths and the language and practice of the Virtues Project into daily routines through restorative, virtues-based conversations.

2. Planning Expectations

- Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the pupils.
- Set appropriate, yet challenging expectations for pupils' learning, building on prior attainment.
- Identify pupils who may require additional support and work with the SENCO and EAL Leader in order to give positive and targeted support.
- Ensure that planning shows a clear understanding of the Year group expectations and leads to progression within lessons and over sequences of lessons. In addition, planning should be differentiated to offer pupils choice and meet individual pupil needs, such as pupils with SEN/EAL.



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3. **Assessment and Reporting**

- To assess pupils' achievements, progress, attendance, and punctuality using the school's MIS in accordance with agreed policies and procedures.
- Implement AfL to evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly.
- To give timely feedback to pupils about their class work and home learning that is constructive and helps pupils make optimal progress.

4. **Relations with Parents and the wider community**

- Proactively build positive relationships with parents and carers in order to best support our pupils.
- Prepare and present informative reports to parents in a professional manner.
- Facilitate parental engagement by ensuring Home Learning tasks clearly detail how parents can assist their children.
- Prepare presentations for parent groups as required.
- Engage effectively in parent teacher conferences. • Maintain effective lines of communication with parents, using the school's MIS and appropriate school communication systems.

5. **Managing and Developing Relations within the School**

- Interact on a professional level with academic and administrative colleagues to establish positive and productive working relationships.
- Work and plan collaboratively within the year group team.
- To contribute to meetings, discussions and systems to facilitate the smooth running of the school.
- Supervise the work of teaching assistants and participate in their professional development.

6. **Managing Resources**

- Select appropriate resources to support learners in achieving objectives.
- Select resources to develop practical learning experiences and create interest for learners.
- Ensure resources are stored appropriately both within classrooms and shared resource areas.
- Use available technology effectively to support learners and enhance the learning experience.

7. **Managing performance and professional development (PD)**

- Take responsibility for personal professional development.
- Keep up to date with research and developments in pedagogy as relevant to their curriculum team and Phase.
- Understand professional responsibilities in relation to school policies and procedures.
- Make the most of PD opportunities provided.
- Regularly reflect on teaching practices and engage in the trust based observation programme, in order to improve learning outcomes



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8. Safeguarding

- Act as a vigilant member of the ES Safeguarding Team, keeping safeguarding at the forefront of all that you do.
- Promptly report child protection concerns in line with school child protection procedures.
- Escalate serious, repeated, or safeguarding-linked concerns promptly to the Head of Year or Coordinator.

9. Other

- Act as a role model to the pupils in character, personal presentation and conduct.
- To meet statutory responsibilities and comply with school policies with regard to health, safety and professional conduct.
- To promote and adhere to the **philosophy, mission, and vision of the school in keeping with core Lasallian values.**
- Any other duties considered necessary as allocated by the Deputy or Assistant Principals.
- Contribute to the Co-curricular programme.

Other Conditions:

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for all countries lived in