



# Winchmore School

## JOB DESCRIPTION

**Post Title:** Classroom Teacher

**Responsible to:** Head of Faculty

### **Purpose:**

To work as a Teacher within the Faculty as part of a highly dedicated, successful and professional team creating challenging and appropriate learning opportunities for students.

### **Duties and Responsibilities**

- Organise and manage an appropriate learning environment.
- Plan challenging lessons incorporating differentiated learning objectives and outcomes
- Monitor and evaluate student progress through a range of assessment and monitoring opportunities based on pre-determined learning objectives
- Provide objective and accurate feedback and reports to students, parents and colleagues
- Record progress and achievement in lessons/activities systematically and provide evidence of the range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence
- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress/achievement, etc.
- Use detailed knowledge and specialist skills to support and progress students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Provide feedback to students in relation to progress and achievement
- Deliver learning activities to students, adjusting activities according to student responses/needs
- Use ICT effectively to support learning activities and develop students' competence and independence in its use

- Select and prepare resources necessary to deliver learning activities, taking account of students' interests and language and cultural backgrounds
- Promote school ethos and aims through implementing whole school policies

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- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with your Head of Faculty, to support achievement and progress of students.

### **Equal Opportunities**

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

### **Health & Safety**

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

### **Safeguarding of Children and Young People**

All schools and other Education Services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees at this School are expected to share this commitment.