



De La Salle School

SECONDARY CLASSROOM TEACHER

1. **Title**

Secondary Classroom Teacher

2. **Purpose of the Job**

To teach students within the school and to carry out such other associated duties as are reasonably assigned by the headteacher.

3. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

4. **Relationships**

The postholder is responsible to the headteacher in all matters, and to the Head of Department in respect of curricular matters and the Year Group Progress Leader in pastoral matters.

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

5. **Particular Responsibilities**

The particular responsibilities attaching to the post of Secondary Classroom Teacher are as follows:

- (a) to teach, according to their educational needs, students assigned to him/her in the allocated classes;
- (b) to control and oversee the use and storage of books and other teaching materials provided for class usage;
- (c) to maintain discipline in accordance with the rules and disciplinary systems of the school;
- (d) to contribute to Department meetings, discussions and management systems necessary to co-ordinate the work of the Department and integrate this into the work of the school as a whole; and
- (e) to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

6. **Key Tasks**

The key tasks attaching to the post of Secondary Classroom Teacher are:

- (a) to monitor and report to parents on the progress of students in the allocated class;
- (b) to assess students' achievements and progress in accordance with arrangements agreed within the school; and
- (c) to mark class attendance registers.