



Braeside School

Classroom Teacher Policy

Most members of the teaching staff are expected to take responsibility for a class. Class teachers take on a pastoral role and should be available to support their pupils with any day-to-day issues that might occur.

Teachers should be available to see parents, or choose to contact them by telephone, should the need arise. Staff should consult with a member of the SLT or Headmistress as appropriate when approached by a parent by telephone or letter or if they wish to communicate with a parent. Any letter received and copies of letters sent (except routine absence notes) should be passed to the Headmistress for reference before filing in the pupil's file.

A brief written record should be made on the relevant pro-forma of any interview or significant conversation with a parent. It should be dated and signed and passed to the Headmistress to be kept on file.

Responsibilities of a Classroom Teacher

Individual job descriptions are available for all teachers. General responsibilities include the following:

- The preparation and delivery of lessons to meet the appropriate needs of all pupils in the class to reflect the principles of the National Curriculum
- The careful marking of pupils' work and fast turnaround
- The pastoral responsibility of all pupils in the class
- The preparation of regular reports to parents on the progress of pupils
- Participation in Open Evenings, Parents' Meetings and Prize Giving
- The encouragement of good discipline in class and around the School
- Attendance at staff meetings and similar functions as set by the Headmistress
- Assistance in the provision of cover for staff absence
- The setting of good examples of tidiness in their teaching areas and up-to-date vibrant displays of pupils' work

Other reasonable duties will be undertaken as set by the Headmistress.