



## Job Description

**Position:** Home Room Teacher  
**Responsible to:** HoD, Principal  
**Functional Relationships:** Principal, Senior Leadership Team.

**Employment Status:**

**Job Purpose:** To provide leadership for the development and implementation of effective teaching and learning programmes, along with transition and co-curricular experiences for all students.

Key Tasks		
Responsibilities	Performance Indicators:	Achieved Yes/No
To be an effective teacher	<ul style="list-style-type: none"> <li>• Students are motivated and enjoy their learning</li> <li>• Lessons meet the needs and interests of students and challenge them to achieve</li> <li>• Lessons recognise the learning needs, abilities and cultural needs of students</li> <li>• Programmes are developed which meet the aims and objectives of the curriculum and are revised in response to student needs</li> <li>• Quality and frequent feedback is given to all students</li> <li>• ICT is effectively integrated in teaching and learning programmes</li> <li>• Meet the KPIs of the position as discussed with HoD</li> <li>• Be aware of and knowledgeable about Vocational Pathways and its role in teaching and learning for each individual student</li> </ul>	
To create a positive, safe and effective learning environment	<ul style="list-style-type: none"> <li>• School wide student management procedures are used</li> <li>• Positive relationships are established with students</li> <li>• A safe, well-managed learning environment is provided</li> <li>• High standards of behaviour are expected and maintained</li> </ul>	
To develop and implement fair, valid and appropriate assessment practices, in line with wider school and national requirements	<ul style="list-style-type: none"> <li>• Develop and implement fair, valid and appropriate assessment practices, in line with wider school and national requirements</li> <li>• Appropriate, relevant and fair assessments are developed and used, based upon the relevant achievement objectives of the curriculum</li> <li>• Barriers to learning are identified and strategies are implemented to overcome them so that students experience success</li> <li>• Student achievement is recorded and student progress is monitored</li> <li>• Student achievement is reported according to the school reporting procedures</li> </ul>	



Departmental Administration Responsibilities	Performance Indicators:	Achieved Yes/No
To use the resources of the department in such a way as to maximise learning opportunities for all students.	<ul style="list-style-type: none"> <li>● Resources are well cared for and are stored accordingly to meet assessment and reporting expectations</li> </ul>	
To meet assessment and reporting expectations	<ul style="list-style-type: none"> <li>● Assessments are entered in a timely and accurate manner on KAMAR</li> <li>● Reports are completed to a high standard and on time</li> </ul>	

Professional Responsibilities	Performance Indicators:	Achieved Yes/No
To be an effective member of the department and school staff	<ul style="list-style-type: none"> <li>● High standards of professional conduct, communication and leadership are maintained in line with the Teachers' Code of Ethics and Conduct</li> <li>● The school is supported in a loyal and professional way in the wider community and within the school</li> <li>● Department and staff meetings are attended; active involvement and contribution is made</li> <li>● Sound working relationships are built and maintained in the department and wider school</li> </ul>	
To be an effective teacher	<ul style="list-style-type: none"> <li>● Efficient and effective organisational and management skills are evident</li> <li>● Performance is monitored against the Registered Teacher Criteria and areas identified for development are addressed which is integrated into the Appraisal/Coaching system</li> <li>● Positive role modeling is provided in the areas of:               <ul style="list-style-type: none"> <li>● - relating to others</li> <li>● - teaching effectiveness</li> <li>● - positive student management</li> <li>● - enthusiasm and commitment to the school</li> <li>● - life-long learning</li> </ul> </li> </ul>	