

LYSS Position Description: Class Teacher

Role of the Class Teacher

The Class Teacher's role is to undertake responsibility for a class for the duration of their time in Classes 1 to 8. The Class Teacher provides a focus for the class and continuity over many years of development. He or she aims to be a figure of moral authority based on commitment, care for the children and a close relationship with the parents.

Class Teacher's Responsibilities

The Class Teacher' is responsible for bringing in an artistic way the curriculum. In doing this the Class Teacher is expected to work in cooperation with their fellow teachers within the school's policies and procedures. Further responsibilities include but are not limited to the following:

- to work out of an Anthroposophical understanding of child development;
- to recognise and respect the individuality of each child in the class – both their gifts and their challenges;
- to teach out of a love for the children;
- to widely research the subjects and epochs brought to the children;
- to prepare, create and maintain a sound learning environment in the classroom;
- to develop and use a variety of strategies of teaching and behaviour management in the classroom;
- to use a variety of strategies to engage all the children in class in the lessons taught;
- to keep on-going assessment records of each child in the class;
- to communicate with and support the specialist teachers.

Professional Responsibilities

- To be at school for their committed hours of employment, and be punctual for lessons, duties, and meetings.
- If the teacher is not in charge of the class at any time during the day he/she may leave the campus but should inform the office beforehand.
- Interviews, extra meetings, parent-teacher evenings, excursions and performances may all require the teacher to be at school outside the normal day.
- All staff members are required to attend the January conference each year and curriculum days as scheduled throughout the year.
- Teachers will undertake playground duties or other duties as part of their responsibilities.
- Each teacher will prepare a program of the lessons reflecting the semester's or year's work.
- Records of student attendance, parent-teacher interviews, lesson plans, incidents and results of any tests done by the children are to be kept in the appropriate file.
- Student reports should be completed at least twice a year in the specified manner.
- The curriculum approved by the school is to be used.
- Teachers are to make themselves available for parent-teacher interviews.
- Class meetings should be held at least once every 3 out of 4 terms.
- Within reasonable limits and depending upon the circumstances, teachers may be asked to do relief teaching where specialists or other teachers are absent.
- Teachers are expected to have a positive and professional working relationship with their colleagues.
- To ensure that your classes and duties are covered if you are away and the procedures for leave are followed, including informing the appropriate person of your absence.
- To follow the procedures and policies of the school