



## **TEACHER Job Description**

***Wakefield teachers will perform the following duties under the supervision of their Department Chair, Division Head and Headmaster.***

### **Philosophy**

Wakefield School is an independent, college-preparatory school whose primary goal is to provide a rigorous, liberal arts education. We believe that such an education trains the intellect while fostering self-discipline, independence, creativity, and curiosity. We encourage students at every level to think about and with the knowledge they are working to master. Finally, we aim to cultivate strong and ethical character through guidance in and out of the classroom committed to training the spirit as well as the mind. This concept is embodied in the School's motto, Virtus et Sapientia, or "Virtue and Wisdom."

### **Mission**

The mission of Wakefield School is to provide a rigorous liberal arts education through a challenging, content-rich curriculum and extra-curricular activities that are delivered by skilled, supportive, and creative teachers, coaches, and advisers. We believe in broad knowledge, the equal importance of character and intellect, the benefits of hard work, and the unique potential of our students. We foster self-discipline, independence, creativity, and curiosity. We provide students with the fundamental knowledge and the critical thinking skills to distinguish that which is true from that which is not, and the strength of character to use that wisdom. We welcome families who will embrace our ambitious vision: to develop capable, ethical, and articulate citizens who will seek the challenge, make a difference, and live extraordinary lives...each in his or her own way.

### **PLANNING AND PREPARATION FOR CLASSROOM INSTRUCTION:**

- Demonstrate knowledge of relevant subject matter and current pedagogy
- Create an authentic learning community, where students and teachers create a learning dynamic
- Comply with goals, objectives and instructional strategies of the division/departmental curriculum guides
- Set appropriate instructional goals for each class
- Design clear lesson objectives and plans to encourage student engagement
- Integrate new learning skills/tools as changing pedagogy requires; create opportunities for students with multiple learning styles to be effectively engaged in academic life
- Design lessons with an understanding of the developmental level of each student
- Collaborate within discipline and across programs to ensure the delivery of a developmentally-appropriate curriculum that conforms to school-wide curriculum scope and sequencing
- Ensure course content properly prepares students for standardized testing



## **THE CLASSROOM ENVIRONMENT:**

- Be knowledgeable and sincerely interested in the subject matter
- Present the materials in an interesting, engaging and enthusiastic manner
- Establish a culture of learning, insisting on high quality work
- Actively encourage academic progress, intellectual and social growth and ethical behavior of all students
- Maintain a professional attitude and demeanor
- Create an environment of respect and rapport; teacher-student interactions are friendly and demonstrate warmth, caring and respect; teacher-student interactions should not include sharing inappropriate or personal information not suitable for a professional learning environment
- Manage the class with order and consistent with Wakefield's philosophy and policies
- Treat each child as an individual and be able to organize the group into a cohesive whole
- Maintain an organized and safe classroom

## **INSTRUCTION:**

- Use up-to-date teaching techniques, using a repertoire of strategies to encourage optimal development of each student
- Utilize the books and other educational materials in coordination with Department Chairs/Lower School Coordinator
- Communicate clearly and accurately
- Provide comprehensive and meaningful feedback to each student, both written and oral
- Solicit feedback from students on effectiveness of teaching methods and, as appropriate, incorporate changes to ensure optimal understanding of material
- Provide additional support and tutorials for students who fall below their potential
- Demonstrate flexibility and responsiveness to differing learning styles
- Produce and distribute syllabi for all classes
- Teach, model and enforce Wakefield Courtesies
- Keep NetClassroom (or other academic management software) updated (at least 2 weeks in advance) with homework assignments and quiz/test dates
- Keep accurate records on grades and attendance

## **AS A MEMBER OF THE DIVISION AND WAKEFIELD COMMUNITY:**

- **Communicate with families**
  - Provide frequent information to students and parents about the instruction program, student progress and instructional/behavioral issues
  - Proactively reach out to parents early and maintain an "open door" communications policy throughout the year
  - Promptly respond to parent inquiries/concerns
  - Treat parents as partners; request feedback on their satisfaction with your class as well as Wakefield School
  - Promptly elevate issues raised by parents to the appropriate Division Head
- **Contribute to the school and department**
  - Support Admission efforts by proactively engaging with prospective families, hosting visiting students in your classroom, and making personal connections with families as needed to support overall school enrollment
  - Participate in actively sharing knowledge with others in the department/division



Ensure that each student's advisor is kept up-to-date on academic and personal development progress

- Be on time to meetings and meet all published deadlines
- **Maintain positive communication with athletic and other extra-curricular faculty**
  - Be aware of which athletic/extra-curricular activities your students participate in
  - Work constructively to solve conflicts between academic and extra-curricular schedules – do not make these conflicts the sole responsibility of the student to resolve
  - Positively support athletic and extra-curricular activities as an important aspect of a student's development at Wakefield
- **Grow and develop professionally**
  - Seek out opportunities for professional development to enhance content knowledge and pedagogical skills
  - Sponsor or help sponsor one extra-curricular activity at Wakefield
- **Support Division and Wakefield goals**
  - Conduct yourself with the understanding that Wakefield's success and excellence depends upon the active support by the Faculty of all aspects of our program
  - Assist in keeping student attrition low at Wakefield School by providing a superior customer experience and promptly identifying issues
  - Represent Wakefield in recruiting new students
  - Look for solutions when problems arise

**REPORTS TO:**

- Division Head and Headmaster