



Finton House School JOB DESCRIPTION

Key Stage 1 and 2 Class Teacher

Finton House School is a non-selective independent preparatory school, educating approximately 320 children aged 4 - 11 years. We provide an inspiring education, based on the belief that happiness, kindness and confidence are the foundations of success. Central to the philosophy of the school is our belief in the need to treat children as individuals, developing their self-confidence, resilience, and sense of responsibility. Above all the Class Teacher will be a qualified, enthusiastic and caring teacher, upholding the ethos of the school and willing to go the extra mile to support children, parents and colleagues.

At Finton House:

- Everyone feels safe, happy and valued;
- Boys and girls of all abilities, including the most able and those with special educational needs, are nurtured and challenged to make excellent personal and academic progress;
- The education is broad, embracing technology as well as using the outdoors, allowing children to discover their own strengths and passions;
- Children learn how to lead a healthy life in order to flourish in a rapidly changing world.

RESPONSIBLE TO In the first instance, the Academic Head and ultimately, to the Headteacher.

WORKING AT FINTON HOUSE

Staff are expected to support the school's aims as defined on the school website and in the Staff Handbook. In addition to these aims, at Finton House we:

- Maintain a high academic standard of education in which each child will be encouraged to realise his or her full potential.
- Educate children at their own level in a mixed ability school.
- Encourage the children to develop self-respect, self-discipline and a great depth of caring to all those around them.
- Are deeply committed to our policy of integration of children with special needs and we aim to create an atmosphere of happiness and warmth in which all children are motivated to work and play to the best of their ability.
- Offer a broad, balanced curriculum, based upon the National Curriculum.
- Treat all children as individuals.
- Encourage in the pupils a firm moral code. The staff not only aim to lead by example but to encourage in pupils values of care and consideration, thoughtfulness, kindness, generosity and respect.
- Maintain close links with parents.

- Constantly look to improve our resources, facilities and all aspects of the school.
- Are committed to safeguarding and promoting the welfare of children.

GENERAL EXPECTATIONS

All staff at Finton House are expected to:

- Uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- Act in accordance with the Staff Handbook.
- Attend departmental meetings, and other such meetings as are required, including all staff meetings, INSET sessions, and other such meetings as may be necessary for the discharge of teaching, pastoral or other duties.
- Undertake supervisory duties in accordance with the staff duty rota.
- Comply with procedures for registration of pupils as laid down by DfE regulations and school policy.
- Be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- Cover for absent colleagues when requested by the Academic Head.
- Participate in the school's assessment, record keeping, and reporting system (both oral and written).
- Attend Parents' Evenings and Open Evenings and other such occasions as requested and to liaise with parents and colleagues over all matters relating to the children's progress and wellbeing as appropriate.
- Be fully committed to continuous professional development.
- Undertake other duties, as reasonably requested by the Headteacher.
- Participate in any arrangements within an agreed framework for the appraisal of performance.
- Contribute to the management of the curriculum organisation and pastoral functions of the school.

TEACHING AND LEARNING

Teachers at Finton House are expected to work to the DfE's Teachers' Standards, delivering stimulating lessons and creating inspiring learning environments, including the creative use of technology where appropriate. In addition, they are expected to:

- Promote the general progress and safeguard the wellbeing of individual pupils and of any class or group of pupils assigned.
- Uphold the school's pastoral care policy, including rewards and sanctions.
- Work with the Management Team and other teachers on the preparation and development of schemes of work, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- Promote the general educational and social welfare of individual pupils and classes by providing guidance to pupils, maintaining records of their personal and social needs, consulting with parents or communicating with other professionals in or out of school, including participating in meetings in support of any of the purposes described above.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on school

premises and when they are engaged in authorised school activities elsewhere.

- Manage classroom and other areas of the school, creating a stimulating and neat learning environment.
- Good classroom management skills and motivate and stimulate the pupils.
- Contribute to the management of the curriculum organisation and pastoral functions of the school.
- Planning and preparing programmes of study and lessons and demonstrate excellent planning, teaching and assessment skills, including good record-keeping and reporting practice.
- Teach according to the educational needs of the pupils in the class, including the setting and marking of work.
- To liaise with parents and colleagues over all matters relating to the children's progress and welfare as appropriate.
- Maintain consistently high expectations of his/herself and the pupils.
- Contribute to the development of pupils by attendance at, and preparation of, assemblies, plays and concerts.

CENTRAL DUTIES TO THE ROLE OF KS1 CLASS TEACHER

The details set out below describe the additional duties and responsibilities relating to this position. Other duties maybe assigned during the school year as becomes necessary.

GENERAL AND WHOLE SCHOOL

- Lead and coordinate an area of the curriculum.
- To organise educational trips, including residential trips in accordance with the school's trips and visits policy

PUPILS

- Preparing and marking exams for the pupils in your care. Preparing pupils for exams and giving additional support where necessary. Oversee and arrange all provision of exam concessions.

DAILY RESPONSIBILITIES

- Ensure efficient deployment, organisation and upkeep of departmental resources, including that rooms and areas used by the department provide a safe, high quality environment for learning.

WEEKLY RESPONSIBILITIES

- Attend Whole School Staff Meeting.

TERMLY RESPONSIBILITIES

- Attend the Inset days for staff training.
- Attend evening events (e.g.: Parents' Evenings, concerts etc.)

REGULAR MEETING ATTENDANCE

- Whole School Staff Meeting (weekly)
- Annual review meetings