

JAMES ALLEN'S GIRLS' PREPARATORY SCHOOL

JOB DESCRIPTION

Title of Position: KS2 Class Teacher

JAPS/JAGS Whole School Aims

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination.
- To promote excellence in academic, creative and athletic endeavours.
- To teach the value of integrity, morality and a concern for others.
- To enhance pupils' appreciation of their own and other cultures.
- To develop pupils' self-confidence and independence so that they are well-equipped to play an active role in society.

Here at JAPS we also aim:

- To create an atmosphere of happiness and warmth in which children are motivated to work and play to the best of their abilities.
- To offer a broad, balanced curriculum, based upon the National Curriculum.
- To generate - both inside and outside the classroom - a sense of vitality, energy, colour, and a conviction that learning is fun. We see lunchtime and after-school extra-curricular activities as essential to the life of the school.
- To maintain close links with parents.

General

- To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values.
- To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress when required.

- To play a full and active role within all aspects of school life as a full-time, temporary member of staff including occasional cover for staff absence.
- To promote high standards of behaviour.
- To play an active role in the extra-curricular provision for pupils.
- To actively contribute to displays in the school.
- To uphold the values and ethos of the school including British values and diversity.
- To take part in all appropriate Safeguarding training and adhere to the Staff Code of Conduct.

Academic

- To plan, prepare and deliver high quality, differentiated lessons across the curriculum in line with the school's schemes of work.
- To mark and assess pupils' work in line with the school's marking policy and record their development, progress and attainment.
- To provide oral and written assessments and reports for individuals and groups of pupils as required by the school.

Pastoral

- To show a duty of care to all pupils in the school. To contribute to the spiritual, moral, social and cultural development of the pupils.
- To act as a Form Teacher with particular responsibility for promoting the development and progress in the social, academic and extra-curricular spheres of all the pupils in the Form, as well as being the first point of contact for parents and colleagues on matters of these pupils' well-being.
- To act as a "Buddy Teacher" and to show a particular interest in the overall welfare and progress of the pupils in one's "Buddy Group" via taking "Buddy Meetings" and so forth.

KEY SKILLS AND EXPERIENCE:

The successful candidate should have the following skills and attributes:

Education:

Appropriate Degree (with QTS)

Knowledge/Work Experience:

- Previous appropriate experience of working with young children in an educational setting
- Knowledge of National Curriculum at KS2
- Form Tutor/Pastoral care duties

Skills:

- Excellent organisational skills
- Ability to relate to all personnel within the School, build effective working relationships and exercise tact and diplomacy
- Excellent written and oral communication
- Proven computing skills to include Word and Excel to a good standard
- Practised in use of interactive/smart board/panel

Personal Attributes:

- Enthusiasm
- Integrity
- Good sense of humour
- Hard working
- Initiative
- Flexibility
- Team Player
- Dynamic, self-motivated and able to use initiative

Extremely high standards in all aspects of professional conduct (including attendance and punctuality).

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.