

## **JOB DESCRIPTION**

### **Key Stage 2 Teacher**

#### **Promote and exemplify the School Mission:**

'To inspire each child with a love of learning and prepare them for a fulfilling future.'

#### **Promote the School Values:**

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

#### **1. Purpose of the job**

- Form Teacher, offering pastoral care and support.
- Delivering high quality lessons, which meet the needs of all children and develop each individual's enthusiasm and talent.
- Full involvement in co-curricular activities, according to strengths.

#### **2. Relationships (including accountability)**

- The post holder reports to the Head of Middle School, the Director of Studies and the Senior Deputy/Head of Pastoral Care.
- The post holder is also accountable to the Heads of Year in the Middle School.
- The post holder seeks to establish professional working relationships with colleagues and parents.
- To lead, organise and direct support staff within the classroom as required.
- Participate in arrangements for professional development, including working with your assigned Staff Appraisal Leader (AL) and Personal Development Leader (PDL), who offer respectively offer oversight for your performance and professional development, (including NQT induction, if appropriate) and mentoring / coaching.
- Able to forge links with other independent and maintained schools and create local initiatives within the community.

#### **3. Duties & responsibilities**

##### **As Form and subject teacher:**

- Undertake the role of Form Teacher, teaching the main curriculum subjects in a caring environment, upholding educational values as captured in the School motto and rules.
- Deliver excellence in the classroom through delivery of inspirational lessons and innovative resources.

- Draw up termly work schemes within whole school subject policies, incorporating National Curriculum attainment targets where appropriate.
- Plan and communicate clear learning objectives and expectations to pupils, with appropriate tasks for different classes, groups and individuals.
- Promote high standards in work and behaviour through employing multi-sensory teaching methods (e.g. visual, auditory, kinaesthetic) and a range of resources.
- Keep up-to-date with preparation and marking, using informative assessment which guides and encourages pupils and feeds into future planning / teaching.
- To be sensitive to the needs of the pupils.
- Assist pupils with target setting and promote their personal development.
- Manage assessments to support pupil progress, assessing and recording effort and attainment.
- Develop clear lines of communication and co-operation with parents.
- Report to parents on development, progress and attainment of pupils and attend all parent evenings and curriculum evenings as required.
- Liaise with the Heads of Year, Head of Middle School and the Director of Studies to keep them up-to-date with academic and pastoral issues.
- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside School.
- Function within a departmental budget, assisting in planning, recording and reviewing expenditure with Heads of Departments as appropriate.
- To develop use of ICT in administration, teaching, pupils' learning and personal professional development.
- To be responsible for the care and safety of departmental equipment and other such classroom equipment as required.

**General:**

- Assisting with other supervision and covering for absent colleagues when required.
- Participating in staff meetings, attending assemblies and additional School functions as agreed with the Head.
- To have a role within House activities e.g. pastoral, assemblies, competitions, etc. as required.
- Co-curricular involvement and initiatives according to particular strengths.
- Constantly reappraising professional performance, participating in training courses and keeping informed of current legislation and best practice.
- To ensure punctuality and example in attitude, manners and dress at all times.
- To maintain high day-to-day standards of dress, punctuality and presentation of pupils.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).

**4. Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience