



PROSPECT HOUSE SCHOOL

KSI TEACHER

Job Description

A KSI Teacher's duties and responsibilities are as follows:

- To prepare and teach engaging, inspirational and effective lessons, that stimulate and enthuse children of all abilities to reach their full potential
- To base lessons on objectives set by Prospect House School and by the schemes of work in place
- To be prepared to teach all subjects across the curriculum and/or a specialist subject, if required
- To incorporate effectively the use of ICT, where appropriate including updating the school's online platform
- To complete half term and weekly planning documents, in accordance with school policy, for lessons that meet the full educational needs of all pupils
- To co-ordinate and take responsibility for leading a subject area within the school, in consultation with the headmaster
- To co-operate with colleagues and the SLT and contribute professionally as a member of the team
- To liaise closely with members of the SLT in preparing pupils for 11+ examination and entry to secondary school
- To mark, assess, report and record pupils' work consistently, in accordance with school policy, to ensure progress and development for all children
- To maintain good order and discipline amongst pupils, safeguarding their health and safety at work and play

- To ensure the pastoral curriculum is delivered with sensitivity and understanding meeting the emotional and social needs of the pupils
- To maintain a tidy, organised and stimulating classroom and a high standard of display
- To attend and contribute to staff meetings and daily staff briefings to ensure the school achieves its educational objectives, aims and purposes
- To run one after-school club per term, as directed by the SLT
- To take a full and active part in the extra curricular life of the school, as required, including attendance at open events to market the school
- To participate in the staff duty rota, as directed by the SLT
- To participate fully in arranging assemblies and contributing to the spiritual and moral life of the school
- To take part in INSET and additional training as directed
- To take part in the school's appraisal programme
- To be familiar with the school's handbook and general policies for staff
- To be familiar with the school's Safeguarding policy and all other policies, statutory, non-statutory and curriculum-related, which are available on the school matrix
- To foster and develop professional relationships with parents to ensure an effective dialogue and partnership is established, and to participate in school functions which enhance the life of the school and the wider community
- To liaise with the LSU on a weekly basis where necessary and to follow recommendations for LSU pupils
- To liaise with staff at other key stages to ensure progression across the curriculum
- To liaise with counterparts and other relevant staff at the other schools in House Schools Group to share best practice and effectively leverage group expertise and ideas
- To hold regular planning meetings with support staff and/or students allocated to the classroom
- To arrange educational trips and invite visitors to the school to support the curriculum
- To be aware of and maintain confidentiality about school matters, parents and children
- To direct any areas of concern to the SLT immediately

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.