

Claremont Fan Court School



Job Description

Job Title: KS1 / EYS Teacher

Reports to: Head of Pre-Preparatory and Nursery School

Purpose: To maximise pupils' learning by delivering an education that meets the children's educational and character development needs and equips them with the skills to enable them to progress towards their full potential.

To deliver the values and ethos of this School which is founded on a great love for children, a deep appreciation of their spiritual possibilities and on the recognition of the great demands the future is likely to make on them'
(Geith Plimmer, co-founder of Fan Court School)



Principal Accountabilities

Teaching and learning

- Develop schemes of work and lesson plans to achieve curricular objectives
- Develop a learning environment through which each child has an educational experience suitable for their needs
- Work with other teachers to plan curriculum, activities and special projects
- Communicate to pupils the goals and process of learning
- Prepare and teach lessons that cater to the wide range of abilities within the class
- Ensure lessons take into account the needs of learners of the 21st century, including the integral use of ICLT
- Teach lessons that show a balance between whole class instruction, small group learning and independent learning
- Teach lessons that demonstrate integration of the various curricular concepts
- Set and mark pupils' work according to School policies
- Give prompt and relevant feedback to pupils to praise achievements and identify targets

- Use different models of assessment to measure pupils learning, plan for future learning and evaluate teaching
- Assess pupils' learning on a regular basis in order to set new targets for development, in line with School policies and procedures
- Conduct formal and informal reporting to parents in line with School policies and procedures
- Ensure all children are learning to their full potential

Pastoral

- Have a good understanding of child development, especially focused on the characteristics of the primary age group
- Create a classroom environment that nurtures pupil love for learning and fosters the development of citizenship, character and social abilities
- Be familiar with relevant information about each pupil before the new year begins and before a new pupil joins
- Support pupils in their learning journeys
- Maintain class discipline and safeguard pupils' health and safety



Duties

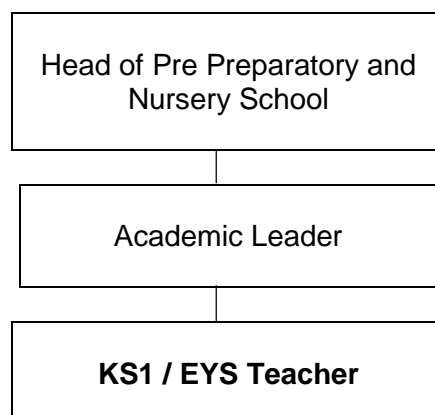
- Participate in and make an effective contribution to staff meetings
- Attend and support School assemblies and events
- Attend whole School meetings at the beginning of each term, weekly staff meetings and parents' evenings and open mornings
- Attend in-service training sessions at School or on relevant courses as appropriate during INSET days and on other occasions
- Cover for absent staff in designated non-contact time on a roster basis
- Participate in the Pre-Preparatory and Nursery School co-curricular programme
- Support PTA activities as appropriate
- Team teach with other teachers in the year group
- Undertake any additional tasks to support the pupils and the School reasonably requested by the Head of the Pre-Preparatory and Nursery School

Professional Responsibilities

- Understand and support the ethos of the School
- Coordinate PSHE across the Pre-Preparatory and Nursery School
- Take responsibility for the Pre-Prep and Nursery House System
- Demonstrate a commitment to quality with a high regard for ethics in all aspects of daily teaching
- Strive for continuous professional growth and development
- Share results of individual practice with colleagues
- Maintain accurate records
- Communicate with parents in a professional, open and supportive way regarding pupils' progress – academic and pastoral
- Maintain wise use of resources and supplies
- Engage fully in the life of the School
- Work and act professionally at all times and in accordance with School policies

Organisational chart

The KS1 Teacher works within the Pre Preparatory and Nursery School. The immediate line diagram of responsibility is as follows:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academic achievement and high standards of character from its pupils and staff. This School values each of its learners and actively seeks to see clearly evidence of God-given potential in every child.

LF/MHG/Apr17



Claremont Fan Court School



Position Outline and Person Specification

KS1/EYSTeacher

Position

A full time KS1/EYS Teacher is required from September 2017 to work in the Pre-Preparatory and Nursery School which has a two form entry. Classes are up to 20 children.



Outline

- The role is to take particular responsibility for the pastoral and academic progress of one Key Stage 1 or EYS class of Pre-Preparatory pupils.
- Teachers plan and prepare in collaboration with a colleague at the same year level and in line with school policies and procedures.
- Classroom teachers are responsible to the Head of the Pre-Preparatory and Nursery School. This role reports to the Head through the Academic Leader.
- All staff are expected to contribute to the school's pastoral and co-curricular programmes.
- All staff are expected to demonstrate a willingness to promote and be loyal to the ethos of the School.

Background and Accommodation

All staff are expected to uphold the moral ethos and the Christian foundation of the School and to help deliver the school's character education programme. In addition, they are expected to attend regular general staff meetings including morning briefings and departmental meetings, and to participate in extra-curricular activities. For teachers with commitment and enthusiasm, Claremont Fan Court is an exceptionally rewarding place to work.

The successful candidate for this post is likely to be enthusiastic, creative and adaptable, with a balanced outlook and a sense of humour.

Person Specification

The successful candidate is likely to match the following characteristics:

- strong degree (minimum 2:1) and PGCE or equivalent teaching qualification
- an academic background in either science, maths or ICT would be an advantage
- up to date knowledge of the national primary curriculum and national strategies through recent teaching experience
- strong skills for teaching and learning
- abilities and skills to contribute to the School's extra-curricular activities for a minimum of 50 hours per academic year
- experience of independent learning at KS1
- experience teaching KS2 would be desirable
- an understanding of the Early Years Foundation Stage would be desirable but not essential
- skills for teaching pupils with a range of learning styles and abilities, able to encourage all to develop further their unlimited potential
- understand strategies for raising standards of achievement
- knowledge of assessment
- able to support pupils through the integration of ICT within the curriculum
- experience of appropriate strategies for managing pupils' behaviour
- highly motivated and passionate educator
- capable of working independently, as part of a team, and be willing to contribute to development of the School
- the ability to coordinate an academic subject would be desirable
- creative approach to teaching with the ability to motivate children to achieve their personal best
- commitment to setting high expectations in pupils
- effective classroom administration and good organisational ability
- excellent communication orally and in writing with pupils, staff and parents
- commitment to a high level of pastoral care
- committed to providing an effective learning environment appropriate to the needs and abilities of all pupils
- committed to one's own and others' ongoing professional development
- able and willing to work hard with enthusiasm and good grace
- a well presented and professional person able to inspire confidence in pupils, colleagues and parents
- willing to promote and be loyal to the ethos of the School

