|  |
| --- |
| **Job Description - Key Stage 2 Class Teacher (Maternity Cover)** |

**PROFESSIONAL DUTIES**

All members of staff have a responsibility for promoting and safeguarding the welfare of children. All members of staff are expected to uphold school aims and policies. Class Teachers are expected to be first rate practitioners, ensuring that their subjects are taught enthusiastically and effectively. Teachers are accountable to the Headteacher via the Deputy and Assistant Heads for the successful delivery of their subjects and pastoral care.

The post holder is required to carry out the professional duties of a teacher as outlined in the Job Description for a Teacher (as set out below).

**Core purpose:** to provide a happy. exciting, welcoming and stimulating learning environment for our primary aged pupils, through excellent teaching and first rate pastoral care.

**SPECIFIC AREAS OF RESPONSIBILITY FOR THIS POST**

* Take responsibility for class as a form class teacher.
* Monitor the children’s progress in liaison with the parallel class teacher and other subject teachers through ongoing assessment of the children’s ability.
* Liaise with the parallel year group teacher and other staff (including support staff)
* Liaise with subject specialist teachers.
* Plan and lead educational visits for children in the year group to support their learning.
* Create a lively, stimulating classroom learning environment through relevant displays of children’s work and effective management of resources to enable high quality learning.

#### **OUTLINE RESPONSIBILITIES: TEACHING**

* Adapt your teaching to the learning needs of your pupils.
* Ensure effective teaching methodologies to suit a variety of learning styles.
* Ensure progression and high achievement.
* Be creative in your teaching and in your expectations of pupils.
* Foster a spirit of enquiry among your pupils.
* Set high expectations for yourself and your pupils.
* Maintain order and good discipline among pupils and safeguard their health and safety.
* Set, mark and record work to be done in school and for homework.
* Carry out all other duties, in and out of the classroom, including after and out of school activities and outings, care of the environment, display and overall care.
* Ensure resources and teaching methods are up-to-date with innovative use of IT.
* Know which pupils are on the Inclusion register and take their needs into account when planning lessons.
* Consult and be familiar with the School Handbook and to ensure that its guidelines are followed.
* Ensure that pupils are correctly prepared for assessment tests
* Evaluate your teaching for its effectiveness, through reflection, research, reading, peer and colleague observation and by consulting pupils.
* Identify, track and provide proper learning experiences for the highly able and gifted.
* Identify, track and provide proper learning experiences for the pupils with special needs or learning difficulties across the department.
* Contribute appropriately to the preparation of assemblies to promote your subject area(s) club/class’s learning, experience or achievements.

**ASSESSMENT AND REPORTING**

* Make regular assessments of pupils’ attainment and progress and ensure you follow your year group/key stage’s marking policy.
* Maintain and update manual and computer records of pupils’ marks and progress.
* Know data relating to pupils and to analyse trends in performance of your pupils.
* Use data management to improve teaching and learning.
* Write reports on pupils’ attainment and progress twice per year and provide results of assessments.
* Attend parents’ evenings to discuss pupils’ progress with parents.
* Provide written reports on pupils on request e.g. for school transfers.

#### **TEAMWORK**

* Be supportive to all your colleagues.
* Support new members of staff in your area of the school.
* Attend Key Stage or year group /phase meetings and read minutes.
* Work in a co-operative, diplomatic and flexible manner.
* Foster and maintain good working relationships, acting as a courteous, friendly and businesslike member of the school team.
* Undertake such additional duties as might be reasonably requested by the Head or other authorised person.

**POLICIES**

* Be familiar with policies of Woodford Green Preparatory School.
* Ensure all legal requirements regarding child protection and health and safety at work are met.
* Use risk assessments where appropriate.
* Promptly report all safety hazards and unsafe working practices.

**CONTINUOUS PROFESSIONAL DEVELOPMENT**

* Attend school organised CPD sessions whether they be twilight/whole day/off-site.
* Develop your use of ICT both as an organisational tool and as a means to deliver a better curriculum.
* Analyse and identify your own areas of strength and areas for development and seek opportunities to learn.

#### **COMMUNICATION**

* To liaise with all those people who have responsibility to oversee elements of your work. (SEN and SLT, Phase Leaders, subject coordinators).
* To liaise with parents.
* Topromote andmaintain a good reputation for the school and your Phase.
* To ensure that events for which you are responsible are properly planned, promoted and celebrated.
* To read the daily bulletin on our intranet, ‘Dear Parent’ letters and the calendar.
* To deal with emails promptly as far as is possible without compromising the quality of your teaching.
* Maintain appropriate level of liaison with outside bodies and other agencies, where needed.

#### **BUDGET**

* To be familiar with the budget of your area and input into financial planning and decision making.
* To obtain authorisation for expenditure.

#### **PLANNING**

* To be aware of the needs of the children in the class and plan appropriate tasks in order to maintain a match between the work offered and those needs.

 **PROFESSIONAL DUTIES**

* To undertake such tasks as may reasonably be expected of a class teacher.
* To be responsible for the supervision of the work of a Classroom Assistant.
* To control and oversee the use and storage of books, stationery and other teaching materials related to her/his teaching, ensuring that any Health and Safety Regulations are observed.
* To attend staff meetings to discuss curriculum, pastoral and other matters.
* To attend weekly staff meetings.
* To attend assemblies.
* To supervise, or cover, the class or duties of a colleague on short-term absence.
* To promote a good standard of pastoral care:
1. Being actively involved in promoting the wellbeing of pupils.
2. Noting and reporting absences from class.
* Sharing in the pastoral duties on rota basis e.g., break and lunchtime duties.
* To attend other School Events in the course of the year such as Open Days, School Fetes, Concerts and Plays.
* To work in a co-operative, diplomatic and flexible manner.
* To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.
* To undertake such additional duties as might be reasonably requested by the Head or other authorised person.
* To organise and maintain a stimulating, attractive tidy and clean school environment.
* To undertake such additional duties as might reasonably requested by the Headteacher or other authorised person.

|  |
| --- |
| **PERSONAL SPECIFICATION** |

Woodford Green Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for someone who has a proven track record and has a flare for supporting children and parents and instilling confidence through excellent practice.

**Our teachers need to be:**

* fully qualified (QTS) and eligible to work in the UK
* passionate about working with children
* great communicators
* organised
* efficient
* good team players
* committed to excellent provision for all children
* computer literate

**Our teachers need to have:**

* all safer recruitment compliance
* a warm and encouraging manner
* the ability to form and maintain suitable relationships and personal boundarieswith children and young people
* effective positive behaviour techniques
* a love of learning and challenge for themselves
* patience
* compassion
* ambition
* energy
* commitment
* a sense of humour