

**Falcons Preparatory School for Boys**

**Job Description**

**Middle Manager of the Lower School Years 3 & 4 and year 4 Teacher**

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

**The School**

We ensure that every boy at Falcons has a happy and fulfilling experience whilst at school. Above all, we encourage academic endeavour and that each boy strives, gives of his best, and achieves his goals. We place equal importance on his social, moral and cultural growth.  At all times the boys are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on campus but when representing Falcons at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. At Falcons we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the boys conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we teach. We place great emphasis on the strength of our community and the boys being considerate, courteous and tolerant of the needs of others. In this environment they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at Falcons Preparatory School is a unique experience.

**The Role**

This post requires an educationalist with leadership skills who is clear-sighted and a person of integrity. S/he must have a good level of technical skills and experience using SIMS. It is a significant role in Falcons’ strong and committed community and is line managed by the Head and the SMT with whom s/he works closely and professionally. An excellent educational understanding of key issues and organisational abilities, efficiency, humour and energy are a requirements of the position.

The Middle Manager must be experienced, computer literate, understand school protocols and policies, and willing to make a full contribution to school life. S/he must have a good working knowledge of child protection issues and safeguarding and undertake the appropriate training as s/he will liaise with the Designated Safeguarding Lead on related and highly confidential matters. S/he must at all times be friendly, approachable, discrete and supportive.

It is a pivotal academic role which requires excellent communication skills and a high level of commitment and enthusiasm.

**Key Responsibilities**

**To:**

* Liaise closely with the Head of the Pre Preparatory School on all matters concerned with the transfer of pupils from Year 2 to the Prep School
* Assist the Head and those involved in marketing and promotion of the school locally to ensure a flow of external applications for entry into Year 3
* Ensure there are systems in place for the boys in Year 3 to settle quickly and happily
* Liaise closely with parents and contact them regularly to provide feedback and address any issues or concerns
* Lead and manage the academic team in the Lower School
* Liaise closely with colleagues to ensure teaching and learning standards set and applied are challenging and rigorous and the curriculum dovetails effectively from year to year
* Assist in the preparation for ISI inspections every three years, or earlier, and at all times be ‘inspection ready’ having current documentation and practices recorded and updated
* Arrange and promote activities to enhance pupils’ experiences, educationally, socially and culturally
* Organise with the SMT the annual programme of meetings with parents, reports and assessment cycle
* Monitor attendance and the punctuality of pupils and take action should it be necessary to do so
* Support colleagues should there be a behavioural problem with a pupil and refer matters of concern to the Head of Pastoral Care

**Leadership and Management**

**To:**

* Monitor, assess and develop the teaching style and role of colleagues in the Lower School
* Promote good practice by example
* Work collaboratively to ensure teaching is rigorous, innovative and creative
* Recommend appropriate schemes of work and oversee their writing and implementation
* Ensure a broad, balanced, relevant and differentiated curriculum is in place
* Lead curriculum planning, liaising closely with Heads of Department
* Analyse and evaluate class and year group assessments and keep accurate and appropriate records on SIMS
* Initiate appropriate interventions should a pupil’s performance give cause for concern
* Ensure that pupils’ work is displayed throughout the school, is inserted in newsletters, magazines and discussed in assemblies
* Contribute to whole school policy making and review, including the targets set annually in the School Development Plan
* Support new initiatives introduced by the SMT
* Hold weekly planning meetings which are minuted and placed on the Shared Drive
* Foster good relationships with colleagues within Alpha Plus
* Encourage CPD that supports professional development and take advantage of initiatives instigated by Alpha Plus
* Ensure regular lesson observations take place and colleagues review each other’s teaching and practice striving continuously to improve the quality of their teaching
* Take part in the school’s appraisal scheme and appraise colleagues in the team annually
* Regularly scrutinise pupils’ books and monitor colleagues adherence to the marking policy and ensure appropriate standards of presentation and content for the different ability levels are being set
* Act as a role model in matters such as dress, punctuality, enthusiasm and standards of behaviour
* Give unstinting time to the welfare and education of the staff and pupils in the Lower School

**Administration**

**To:**

* Manage and regularly update resources
* Create an inventory of resources including ICT
* Manage the Lower School budget

**Year 4 Class Teacher (Lower School)**

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| **Key Responsibilities**To:* plan, organise and teach a challenging and interesting curriculum which sets the highest standards
* do so in collaboration with a Year 4 colleague
* work closely with him/her to ensure there is continuity and progression in the curriculum
* prepare weekly plans in detail which are available in the classroom for use at all times
* write long term plans and update schemes of work paying careful heed to the Whole School Development Plan
* ensure that all work is planned, prepared and ready in advance of lessons
* provide lesson plans if lessons need to be covered by a colleague
* organise an attractive and stimulating classroom and display pupils’ work to the best possible advantage
* work under the leadership of the Lower School Manager and contribute to the dynamism of the lower junior team during curricular discussions and at departmental meetings
* work collaboratively with other year group colleagues to ensure there is continuity in the curriculum year on year
* organise and work closely with teaching assistants to ensure all abilities are taught to a high standard
* plan carefully the activities for the classroom assistant
* plan and teach a differentiated curriculum effectively ensuring the needs of all pupils are met
* continually assess and track pupils’ progress
* integrate ICT into all areas of the curriculum and teaching
* ensure that Fundamental British Values are embedded in all curricular areas
* contribute and on occasion lead the weekly assembly
* keep accurate records of pupils’ progress both on SIMS and on file and maintain these records
* write formal reports as required during the course of the year for parents
* prepare reports for educational psychologists, other schools and for any other body/organisation as requested by the Head or Senior Management Team if required
* address any day to day concerns with parents directly and as soon as possible
* foster good, professional relationships with parents
* support the work of the Parents’ Association and attend functions which are regularly organised by the PA
* be professional in all school matters and read carefully and adhere to school policies which are on the Alpha Plus Portal and Staff Share
* provide a safe, friendly, supportive atmosphere that is conducive to the social and emotional needs of pupils
* value the contributions of all pupils whatever their ability
* follow all codes of practice in relation to school discipline, health and safety regulations, special educational needs and the reporting of accidents
* take opportunities for professional development, courses and relevant Alpha Plus training
* take part in the school’s annual appraisal programme
* take part in peer observation and the development of good practice at all levels in the school
* take a full part in contributing to briefings, staff meetings and parents’ evenings
* keep the attendance register daily both morning and afternoon
* provide cover for colleagues in their absence
* run afternoon clubs and take an active part in the extra-curricular life of the school; on occasion at weekends and during holiday periods
* accompany residential trips and organise trips as required
* support the pupils and school community as a whole by attending productions, functions and any events as requested
* make full and proper use of the materials and resources available
* prepare and be in a state of readiness for Regulatory Compliance or Educational Quality Inspections by ISI which take place on a three yearly cycle
* promote the safeguarding and welfare of pupils for whom you are responsible, or with whom you come into contact and adhere to and ensure compliance with the school’s Safeguarding and Child Protection Policy at all times. If at any time you identify an instance of a pupil being at risk you must report your concerns immediately to the Designated Safeguarding Lead, DSL or the Head
* inform the Head or Senior Management Team of any concerns you may have about any individual pupil or group of pupils
* undertake such other comparable duties as the Head requires from time to time
* devote the whole of working time and attention to the affairs of the school and do not undertake any extraneous activities which could interfere with the efficient discharge of school duties
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year 3 & Year 4 (Lower School)

 Middle Manager

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mrs Franciska Bayliss

 Headmistress

 [On behalf of Miss O Buchanan Headmistress Designate]

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_