

Job Purpose: To implement the effective teaching of the curriculum

Accountable to: Head of Lower School

Headmistress

Key Tasks

* To provide high quality tuition to those teaching groups allocated

1. by maintaining good order in the classroom
2. by following the published scheme of work
3. by preparing thoroughly for lessons using a wide range of teaching methods and resources
4. by setting and marking homework

in accordance with school policies.

* To maintain records of assessment for all allocated pupils, and report their efforts / attainments in accordance with school policy.
* To attend Parent Consultation evenings as appropriate.
* To attend Lower School staff meetings and contribute to planning, resourcing etc.
* To attend whole school staff meetings and INSET days and contribute to whole school planning etc.
* To engage in professional development activities so as to enhance personal performance and career development in the context of the School’s Development Plan.