

JOB DESCRIPTION | CLAREMONT SCHOOL



Job Title: Key Stage 2 Teacher

Line Manager: Headteacher

Main Duties/Responsibilities (Prep School Teacher)

All staff are expected to work in a partnership with parents/carers and have an eager commitment to liaise with them at every opportunity. Staff are also expected to promote the school at all times and to read school policies and handbooks and sign to say this has been done on an annual basis.

1. To plan, deliver and evaluate lessons for pupils recognising the needs of individual pupils and provide activities to meet their needs.
2. To teach each lesson, according to the educational needs of the pupils that are assigned to him/her, including the setting and marking of work. If necessary or applicable this will be with close liaison with HODs or other department members.
3. To assess, record and report on the development, progress and attainment of pupils in line with school policy.
4. To provide learning objectives and targets to their pupils and ensure work is marked clearly and in accordance with the school marking policy.
5. To provide and/or contribute to oral and written assessments, reports and references relating to individual pupils, groups of pupils or issues in the school.
6. To liaise with the Learning Support department and to differentiate as appropriate for both Gifted & Talented and less able pupils.
7. To liaise with support and specialist staff as necessary.
8. To develop cross curricular links.
9. To be involved with clubs and activities as required.
10. To assess pupils and maintain tracking and assessment data as required.
11. To liaise regarding budget/ordering of equipment in line with school policy.
12. To select students for prizes as required and to celebrate display/publish work of a high standard.
13. To create a stimulating and safe classroom environment and ensure displays are changed at least each half term.
14. To ensure commitment to safeguarding and train in line with government policy.
15. To attend termly INSET as directed by the Headteacher and find and promote opportunities for CPD in agreement with the Headteacher.
16. To provide leadership and firm discipline and work within the school behaviour policy guidelines.
17. To attend and contribute to planning meetings if invited.
18. To take part in and/or organise school trips and whole school events e.g. sponsored walk, House challenges and Sports Day.

19. To attend staff meetings and weekly briefing.
20. To be available for events for parents including consultation evenings and informal suppers and to support marketing activities or additional events such as Open Days.
21. To review performance through the appraisal system and have a desire to upskill and develop teaching of self and of others.
22. To undertake break, lunch and prep duties in line with the school policy and cover for absent colleagues as necessary.
23. To participate in arrangements to organise and complete examinations during the school year, ensuring that the planning and preparing of pupils for school examinations/assessments are complete. These exams can be term school exams, public examinations or end of year examinations.
24. To make records and reports on the social and personal needs of pupils to the CPO if deemed necessary.
25. To communicate and co-operate with groups outside the school if a child is under assessment, liaising with the SENCO.
26. To contribute to pupils' spiritual, moral, social and cultural development.
27. To contribute to the school weekly Newsletter, SMSC folder and website updates.

Main Duties/Responsibilities (Form Teacher)

1. To maintain a constant and friendly guiding presence in the classroom daily from 8am and to be the first point of contact for staff and parents. To use this time to monitor attendance and appearance of pupils as well as work.
2. To deliver PSHE topics during the Form periods and report back School Council minutes as well as organising agenda items from pupils for each meeting.
3. To encourage and support pupils in their form with their academic and personal development, particularly helping with personal organisation skills, to hear pupils read and advise on suitable reading material.
4. To liaise with colleagues and discuss and deal with any issues immediately concerning pupils in their form. This will involve regular checking of planners and rewards and sanctions system.
5. To discuss pupils' progress formally (at parents' evenings and by email) and informally with parents and carers.
6. To monitor and record pupils' progress and development, culminating in 2 annual written reports to parents/carers at the end of the Michaelmas and Summer terms. This is involving both curricular and extra-curricular activities.
7. To advise on study skills and revision strategies as well as ensuring all Form Members have appropriate revision plans.
8. To attend and organise Form Assemblies.
9. To report any problems to members of the SLT