



Wycliffe

JOB DESCRIPTION

JOB TITLE:	Year 3 Teacher		
DEPARTMENT:	Prep	SCHOOL:	PREP SCHOOL
REPORTS TO:	Deputy Head		

PRINCIPAL PURPOSE: To teach a range of subjects to pupils in Year 3

KEY TASKS:

- To teach pupils assigned to the teacher across a number of subjects in the classroom, including English, Mathematics, Science, and History
- To ensure that planning, preparation, recording, assessment and reporting meet the pupils' varying learning and social needs
- To contribute to raising standards of pupil attainment
- To monitor and assess pupil progress to improve their quality of learning and personal growth
- To play a positive role in the pastoral life of the pupils
- To play a full part in the life of the school community, including coaching sport, offering activities and carrying out duties in school and in the boarding houses.

RESPONSIBILITIES:

- To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies and contribute to departmental development plans and their implementation
- To take part in the school's staff development programme by participating in arrangements for further training and professional development and continue personal development including subject knowledge and teaching methods
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To maintain appropriate records and to provide relevant accurate and up-to-date information for iSAMS
- To take part in marketing and liaison activities such as Open Days and Parents Evenings, as required
- To assist Heads of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
- To communicate, as appropriate, with the parents of students
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To teach students according to their educational needs
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide in a timely fashion, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students



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- To be responsible for the condition of the teaching space used and report any damage to fixtures or fittings to the Head of Department
- To attend departmental meetings for those subjects to which a contribution is made as a teacher, and any other meetings as reasonably directed by the Deputy Head or Directors of Studies
- To consult with tutors and House staff over individual students and co-operate in any agreed courses of action
- To attend appropriate Parents' Evenings, well prepared to discuss the work and progress of students with parents, write appropriate reports and references and ensure that any follow-up work is carried out
- To assist, as required, the Heads of Department in the setting, marking and grading of any examinations or assessment procedures
- To ensure the appropriate care of text and exercise books and expect a high standard of presentation in written work at all times.
- To support the School's distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies
- To continue personal professional development as agreed
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.

OTHER TASKS:

- **Be familiar with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.**
- **Understand and comply with the College's Health and Safety Policy statement.**
- **Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.**
- **Undertake any other key tasks which the Head may reasonably assign.**
- **Adopt a professional attitude at all times.**



PERSON SPECIFICATION

JOB TITLE:	KS2 Core and General subjects teacher (with some lower KS3 teaching)
DEPARTMENT:	Prep School

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A - Application Form/References B - Lesson Observation C - Interview D - Presentation
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none">Recent Prep School teaching experience	D	A, B
<ul style="list-style-type: none">Experience of teaching all KS2 subjects	E	A, B, C
SKILLS (THE ABILITY TO):		
<ul style="list-style-type: none">Motivate and enthuse children of all abilities, including those with SEN and G&T	E	A, B, C
<ul style="list-style-type: none">Plan in detail and with clear consideration for pupils' needs	E	A, B, C
<ul style="list-style-type: none">Use computers and iPads to support and enhance teaching	E	A, B, C
<ul style="list-style-type: none">Take a full part in the School's games and activities programme	E	A, B, C
<ul style="list-style-type: none">Work well in a team	E	A, B, C
<ul style="list-style-type: none">Teach creatively	E	A, B, C
<ul style="list-style-type: none">Be flexible and adaptable	E	A, B, C
<ul style="list-style-type: none">Find humour in a variety of situations	E	A, B, C
QUALIFICATIONS:		
<ul style="list-style-type: none">PGCE, BEd or other relevant UK teaching qualification	E	A

ISSUED: 02/10/2017