



KS2 TEACHER

Dates: To start September 2017
Location: West Wickham, Kent, BR4 0QS
Contract type: Full Time
Contract term: Permanent



St David's Prep is an independent prep school situated in West Wickham. It is a small, selective, co-educational day school with a happy family atmosphere. We cater for children from 4 to 11 years old. Our aim is to develop the academic and social potential of each child to the full.

St David's is a member of Wishford Schools. Under the leadership of Head, Julia Foulger the school is in the midst of an exciting period of modernisation and development, with investment and support from the Wishford Group.

We are now looking for a KS2 Teacher with a subject specialism in Computer Science to join our team in September 2017. Computer Science is an important part of the school's innovative curriculum, and the successful candidate will benefit from resources including 3D printing and robotics, in addition to programming software and equipment. Full support from our group Head of Technology will be provided on all aspects of the curriculum.

We are looking for a candidate who is:

- Energetic, enthusiastic and engaging
- Imaginative, innovative and committed to the highest of standards
- Well organised, flexible, motivated and a team player

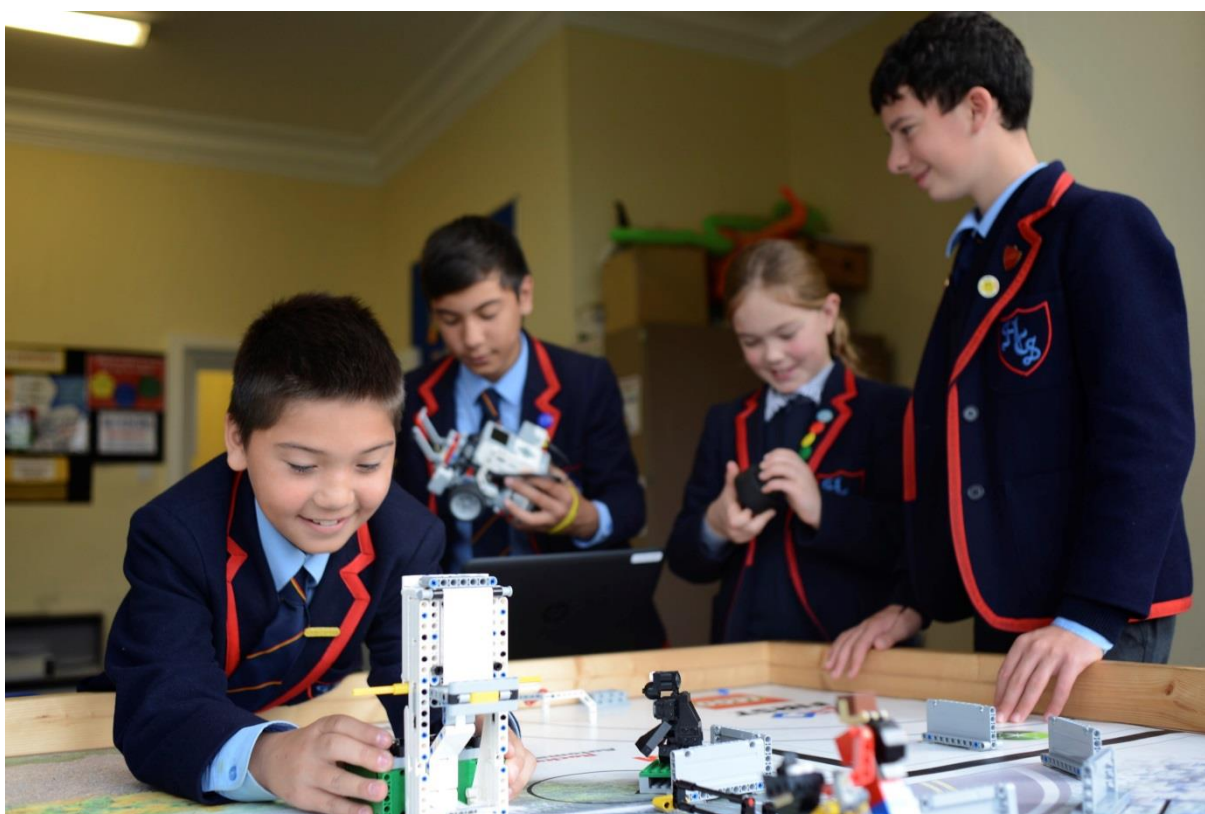
Applications should be submitted as soon as possible using the application form to sarah.handy@stdavidscollege.com and should be accompanied by a brief covering letter.

If you have any queries or would like further information, please contact Sarah Handy, PA to the Head on 0208 777 5852 or on the above email address.

St David's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



Pupils at a fellow member of the group examine work they have produced on the 3D printer.



Pupils at a fellow member of the group prepare for the National Finals of the First Lego League robotics tournament.

JOB DESCRIPTION: KS2 Teacher

Responsible to:	The Head and Deputy Head
Purpose of the job:	Form tutors share the responsibility for the efficient running of the school and the provision of successful pastoral care and academic progress of all pupils.
Relationships:	The post holder is directly responsible to the Head and Deputy Head and works closely with Form Tutors, Subject Teachers, the Learning Support Coordinator and Learning Support Assistants.
Responsibilities:	<p><u>Teaching and Learning</u></p> <ol style="list-style-type: none"> 1. To teach inspiring, differentiated lessons with high expectations of all pupils. 2. To follow the curriculum, to promote the development of the abilities and aptitudes of the pupils in any class or group assigned. 3. To prepare termly plans according to the schemes of work and to upload them into the relevant folder on the school network. 4. To prepare weekly and daily plans in accordance with the schemes of work and to teach lessons to pupils according to the prepared plans. 5. To evaluate lessons retrospectively in order to inform future planning. 6. To assist in any review of schemes of work. 7. To ensure that work is regularly and promptly marked following the school marking policy. 8. To set and mark homework according to requirements and in line with the children's targets. 9. To administer tests and examinations as appropriate to the year group, recording results as requested. 10. To assess and record pupils' progress; provide or contribute to oral and written assessments, reports, and references. 11. To liaise with the Learning Support Coordinator and Learning Support Assistants regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved. 12. To complete regular Performance Management Reviews through the school's appraisal system. 13. To participate in 'Inset' Days and training courses. 14. To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas. Each Form Tutor has responsibility for the presentation of their classroom, cloakroom area and the school's communal spaces. Displays will be changed routinely at least once a term and preferably every half term. Cloakroom areas will be checked regularly by Form Tutors and measures introduced to maintain their tidiness. 15. To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward. 16. To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning. 17. To lead and co-ordinate a specific subject, as agreed with the Head. <p><u>Pastoral</u></p> <ol style="list-style-type: none"> 18. To take shared responsibility for the pastoral care of all pupils in the school with specific responsibility for pupils within your allocated form. 19. To develop good relationships and regular communication with parents and to report to the Head or member of the Senior Management Team any significant aspects. Form Tutors are responsible for maintaining the strong links between

	<p>home and school. Form Tutors should encourage a regular constructive dialogue between parents and teacher through informal conversations, telephone calls, e-mails and more formal meetings scheduled throughout the school year. Notes should be kept in the pupil's file regarding conversations that prompted action or where any concerns were expressed.</p> <p>20. To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned, maintaining good order and behaviour in line with the school's policies and expectations.</p> <p>21. To maintain an accurate daily marked register, to maintain the accuracy of data held, to distribute information as required, to receive letters from parents, to report any absences to the School Office in line with school policies.</p> <p>22. To maintain the high standards of dress and behaviour for their pupils.</p> <p>23. To act upon, record and file day book entries following incidents or when concerns arise. To adhere fully to all school policies including; Anti-Bullying, Safeguarding and Behaviour policies.</p> <p>24. In addition to attending all assemblies with their forms, Form Tutors are responsible for coordinating form assemblies, ensuring that the pupils are prepared and that parents are invited to attend.</p> <p><u>Administration and other responsibilities</u></p> <p>25. To attend Parents' Evenings, informal meetings with parents and extra-curricular activities as required, including Open Mornings, Summer and Christmas Fair and Prize Giving Evening.</p> <p>26. To undertake break/lunchtime supervision duties as required.</p> <p>27. To organise/assist with after-school activities as required.</p> <p>28. To attend staff meetings and briefings in accordance with the calendar of meetings and routines published at the start of each term.</p> <p>29. To report any concerns regarding their pupils at staff briefings so that other staff are kept informed.</p> <p>30. To plan/supervise/assist with off-site day and residential trips if requested.</p> <p>31. To maintain high standards of professionalism at all times.</p> <p>32. To ensure good and effective liaison across the school and to promote positive relationships with all staff.</p> <p>33. To supervise, and as far as practicable, teach for a reasonable time any pupils whose teacher is not available to teach them.</p> <p>34. To use the allocated non-contact time productively to include activities such as planning and preparing lessons, assessing children's work and attending meetings, recording and reporting on the development, progress and attainment of pupils.</p> <p>35. To follow and support all school policies and procedures.</p> <p>36. To complete records, grade cards and reports within the published deadlines and to ensure all are filed appropriately.</p>
Annual Review:	<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.</p>