

# **Tower House School**



## **Job Description**

### **YEAR 3 KS2 TEACHER (Maternity Cover)**

#### **Role Outline**

The Year 3 teacher is responsible for the welfare of boys in Year 3; for the development of the year group as a whole, and is a member of the Junior School Department.

The Year 3 teacher will report to the Head of Junior School

#### **Specific Areas of Responsibility**

- Conduct lessons according to the policy and syllabus of the school;
- Mark and monitor children's work regularly and set targets for progress;
- Work closely with the classroom assistants to ensure that teaching is effective, dynamic and inspirational;
- To participate in and contribute to the personal, social and health education of your form;
- To plan, assess, observe, monitor, record and report in line with school policy;
- Establish a partnership with parents to involve them in their child's learning and at the beginning of each year provide them with information about the curriculum that is to be taught that year.
- Ensure that the classroom is kept neat and orderly and that displays are interesting, bordered and well labelled.
- Ensure that all boys within the year group are properly catered for with respect to their general progress and wellbeing
- Set high expectations for boys' behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching and through positive and productive relationships
- Develop strategies for raising achievement in the year group and ensuring that boys are supported and rewarded for these
- Be available for boys to raise matters of importance
- Set tasks, including homework, which challenge children and ensure a high level of interest

## **General Areas of Responsibility**

The Year 3 Teacher is expected to:

- Develop ideas pertinent to the age of the boys including educational experiences, awards and rewards activities, with support from relevant colleagues;
- Play a full and committed part in Prep school life. This will include leading Junior assemblies, an after school club and a late class each week;
- Attend all (relevant) staff meetings, open days, staff study days, parents' evenings, daily staff briefings and assemblies;
- Support pupils and colleagues by attending a range of school productions, functions and charity events (in particular those relevant to the Junior Department);
- Cover for absent colleagues.

## **Personal and Professional Specification**

- Relevant Qualifications
- Appropriate teaching qualifications and experience (including knowledge of EYFS desirable)
- Qualified Teacher Status (QTS)
- Professional Experience
- Commitment
- A positive attitude
- Ability to work cooperatively with others
- Ability to communicate effectively with others
- Ability to analyse problems and formulate creative solutions
- Ability to follow a project from start to finish within a set time
- Demonstrate up to date and thorough knowledge of safeguarding issues and legislation
- Ability to use I.T for educational, administrative and communication purposes
- Sound organisational skills
- Ability to take the initiative, take the lead and take charge
- Fairness and approachability
- Flexibility
- Good humour

*Tower House School is committed to safer recruiting and to safeguarding and promoting the welfare of children. All candidates must be willing to undergo child protection screening appropriate to the post including checks with past employers and an enhanced DBS check.*