



THE ROYAL MASONIC SCHOOL
FOR GIRLS

AT RICKMANSWORTH PARK SINCE 1934

Cadogan House
for girls aged 4 to 11 years at RMS

The Royal Masonic School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

PROFESSIONAL DUTIES OF A PRIMARY TEACHER with some individual one-to-one teaching for children requiring additional support

JOB DESCRIPTION

LINE MANAGER: **Head of Preparatory Department**

Job Purpose

To cover the duties of the SENCO at Cadogan House for the Spring Term. This consists of two main parts:

- To take on the guided reading and Mathematics group taught by the SENCO at Cadogan House. The expectations on primary teachers at Cadogan House are set out below.
- In addition to cover some of the duties of the SENCO ensuring that established plans are followed, securing continuity for small groups of girls in the Pre Prep and individual children in the Prep School.

Objectives

- To deliver relevant curricular content to pupils
- To monitor effectively the work of the pupils, giving clear directions for improvement
- To maintain a stimulating and challenging environment in which successful learning can take place
- To assist in the development of departmental practice and policy
- To work within the framework of school policies
- To ensure that all pupils are given the opportunity to display their best efforts in all areas of school life

Key Areas of Responsibility

- A. Curriculum delivery, lesson preparation and planning
- B. Assessment, monitoring and recording pupil progress
- C. Pastoral care including close liaison with parents
- D. Maintenance of good discipline and a positive environment for learning
- E. Maintenance of professional standards and development

Key Tasks

A Curriculum delivery, lesson preparation and planning

- A1 planning and preparing lessons
- A2 teaching according to their educational needs the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere and being aware of the needs of children and the LDD register
- A3 assessing, recording and reporting on the development, progress and attainment of pupils
- A4 taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school; guiding and supervising their Form in the organization of Form Assemblies and other Form activities
- A5 reviewing from time to time his/her methods of teaching and programmes of work
- A6 advising and co-operating with the Head of the Preparatory Department, Key Stage 1 Coordinator and other Coordinators and teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

B Assessment, monitoring and recording pupil progress

- B1 promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to him/her
- B2 providing guidance and advice to pupils on educational and social matters; making relevant records and reports
- B3 making records of and reports on the personal and social needs of pupils
- B4 communicating and consulting with the parents of pupils
- B5 providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

C Maintenance of good discipline and a positive environment for learning

- C1 attending assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions and upholding school policies on behaviour; sharing supervisory duties at morning and lunch break and at the end of the day on a rota basis; supervising an after school prep session each week
- C2 understanding the school's commitment to equal opportunities being committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them
- C3 maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. Understanding their professional

responsibilities in relation to school policies and practices, including those concerned with child protection, bullying and personal safety

D Maintenance of professional standards and development

- D1 participating in arrangements for his/her further training and professional development as a teacher
- D2 participating in arrangements for the further improvement of his/her ICT skills
- D3 participating in meetings at the school, which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements
- D4 supervising and so far as practicable teaching any pupils whose teacher is not available to teach them
- D5 communicating and co-operating with persons or bodies outside the school
- D6 participating in meetings for any of the purposes described above
- D7 participating in administrative and organisation tasks related to such duties as are described above, including the management of supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- D8 setting a good example to the pupils they teach, through their presentation and their personal and professional conduct
- D9 organizing and running at least one after school extra-curricular activity per week; taking an active part in extra-curricular activities by supporting and attending concerts, plays and other whole school events
- D10 undertaking any other duties that may reasonably be expected of a main professional grade teacher

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.

RMS is committed to the ongoing professional development of all staff and appropriate courses will be made available to staff by the INSET co-ordinator and as a result of the professional review process

This job description is not necessarily exhaustive but is designed to be an illustration of the duties required of all teaching staff. It may be subject to modification at any time due to the changing requirement of the school or for the continuing professional development of the post holder

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, she/he must report any concerns to the Head of Cadogan House in accordance with school procedures