



## **KS2 TEACHER**

### **ADDITIONAL INFORMATION AND JOB DESCRIPTION**

#### **The SCHOOL**

Founded in 1879, St Lawrence College occupies a delightful 150 acre site in a pleasant residential area of Ramsgate. The Junior School is situated 'on campus', enjoying the peace and security of a self-contained, family environment, and benefiting from ready access to the College's exceptional facilities. It is accredited by, and enjoys the professional support of, the Independent Association of Prep Schools (IAPS).

Traditional Christian values are complemented by an ambitious, open-minded approach to education, and a strong belief that a secure, supportive and well-structured environment gives children the self-confidence to believe in themselves and to rise to every challenge. Opportunities are provided for children to excel in all areas of school life: moral, intellectual, physical and cultural. Every child is valued as an individual, and the first aim of the teaching staff is to find something special in each of them.

Most children are from local homes on the Isle of Thanet, though there are a few boarders from further afield. There are currently over 200 pupils on roll, aged from 3 to 11. Entry is non-selective, and so a wide range of ability is accepted. However, the school is proud of its academic achievements, and of the scope of its enriched curriculum. Pupils regularly win Senior School scholarships, and there is an impressive record of success in the 11+ Kent Test.

#### **Person Requirement**

As a primary school teacher, you'll develop schemes of work and lesson plans in line with curriculum objectives. You'll facilitate learning by establishing a relationship with pupils and by your organisation of learning resources and the classroom learning environment.

Your role is to develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.

You will assess and record progress and prepare pupils for national tests. You'll link pupils' knowledge to earlier learning and develop ways to encourage it further, challenging and inspiring pupils to help them deepen their knowledge and understanding.

We are looking for candidates who:

- are suitably qualified primary teachers;
- are committed, enthusiastic and creative professionals with a love of children and a passion for teaching;
- are determined to achieve high standards and to maximise results;
- are flexible and adaptable, and committed to their continuing professional development;

- empathise with the Christian ethos of the school;
- are team-players, who thrive in a busy but highly supportive environment;
- work well under pressure and to deadline, able to inspire the respect and confidence of ambitious parents.

**Ellen Rowe**

**Head of the Junior School**

**January 2018**

## **JOB DESCRIPTION**

### **CLASSROOM TEACHER**

Each Teacher shall:

1. Work in sympathy with the stated ethos and aims of the school, sharing the school's commitment to the safeguarding of children, and at all times putting the needs of the children first.
2. Familiarise yourself with all documents summarised in the Introduction to the Staffroom Procedure manual, following all agreed school policies - in particular, and as a first priority, with regard to Child Protection and Health & Safety.
3. Make reference to Staffroom Procedure as required for further guidance on routines and responsibilities, referring to a member of the senior leadership team (SLT) for clarification if necessary.
4. Participate fully in, and take their share of personal responsibility for, opportunities for your induction, appraisal and professional development.
5. Follow the agreed scheme of work devised for each subject/year-group, and assist the relevant Subject Leader(s) in the annual review of schemes of work.
6. Ascertain, from the relevant member of SLT, targets for specific year-groups and follow departmental guidelines regarding how they might be attained.
7. Set appropriate classwork and homework, following the agreed policy and practice with regard to planning, marking, record keeping and assessment.
8. Be aware of the personal/additional needs and styles of individual pupils, accepting the responsibility to:
  - a) ensure that all learning activities (classwork, homework tasks, tests, exams) are planned and differentiated so as to meet the needs, and to have realistic expectations, of all pupils;
  - b) adapt learning resources (e.g. notes/worksheets) to suit when necessary/appropriate;
  - c) approach the AENCo as required for guidance concerning how individual needs can be met, and follow that guidance accordingly.
9. Liaise with the relevant member of SLT over matters concerning pupil progress and any areas for concern.
10. Report all concerns with regard to pupil behaviour and bullying in the Incident Book.
11. On hearing the fire alarm, escort the pupils you are teaching at that time to the Assembly Point.
12. Contribute to the creation of a stimulating learning environment by displaying children's work in agreed rooms/areas.

13. Complete reports punctually and according to the guidelines set out in Staffroom Procedure.
14. Communicate with parents about their child's progress at parents' meetings and by appointment as required.
15. Carry out any other relevant duties, from time to time, as required by The Head or Deputy Head.
16. Treat in strict confidence all sensitive school information (e.g. personal information about pupils, parents or colleagues).