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| **LONGACRE SCHOOL** |
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**Key Stage 1 Teacher**

 **Job Description**

**Reporting to:** The Headmaster

**Post Holder:**

# Post Summary: The general professional duties expected of all Classroom Teachers are detailed below. In addition the Classroom Teacher will undertake any duties which may reasonably be required by the Headmaster according to the normal practice of an independent school. The Classroom teacher is expected to be loyal to the stated aims and objectives of the school.

**Main Tasks:**

1. **Facilitate the learning process by:**
2. Preparing medium and short term plans in conjunction with relevant colleagues and Head of Pre-Prep;
3. Planning and evaluating the teaching and learning within the classroom;
4. Teaching lessons at times stipulated on the timetable;
5. Liaising with the Head of Learning Support regarding pupils with SEN;
6. Establishing and maintaining a stimulating working environment in the classroom;
7. Supporting the use of ICT in the teaching and learning;
8. Making regular assessments of pupil’s attainment and progress;
9. Keeping appropriate records of pupil’s progress;
10. Reporting on pupils’ attainment regularly to parents through written reports and attendance at parents’ evenings.
11. **Supporting the pastoral needs of the children in the classroom by:**
12. Embracing the School’s Special Needs policy and support those children with additional needs;
13. Being actively involved in promoting the well-being of pupils;
14. Promoting pupil’s social, emotional development and the safeguarding of their health, safety and security;
15. Providing a role model for pupils in terms of personal standards of conduct, appearance and punctuality;
16. Reporting any academic or behavioural problems to the Head of Pre-Prep or Pastoral Assistant Head;
17. Reporting any issues or concerns regarding Child Protection or Health & Safety to the Pastoral Assistant Head;
18. Maintaining open lines of communications with parents;
19. Carrying out supervisory duties;
20. **Staff Meetings and other commitments:**
21. Attending staff and parental meetings to discuss curriculum, pastoral and other matters as directed by the classroom teacher;
22. Attending all school events, Sports Day/Speech Day. This may include one or two Saturdays per annum;
23. Provide extra-curricular activities;
24. Attending appropriate In Service training;
25. Participating in the school’s appraisal system;
26. Providing cover for colleagues on short term absence.

**Longacre School 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 the Disclosure and Barring Service. Please note that employment will not commence until a satisfactory DBS clearance has been received. Longacre School is an equal opportunities employer.**

**Terms and Conditions**:

**Start date:** September 2018;

**Salary:** Competitive and reflecting the significant responsibilities of the post. Longacre has its own pay scale.

**Pension contributions:** The School pays into the Teachers’ Pension Fund.