

NOTTING HILL PREPARATORY SCHOOL

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JOB DESCRIPTION: Head of Department & Subject Teacher

General areas of responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Management Team or Compliance Manager
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for teacher reviews
- To run an after-school club for one term (based on full timetable), as required. This will be organised on a rota basis amongst all teaching staff
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Operations)
- To cover for absent colleagues, when required, as organised by the Deputy Head (Operations)
- If notified in advance, to take games and school teams as required by the Director of Sport
- To take part in residential trips, if necessary and reasonable
- To complete risk assessments and/or follow correct school procedures for any class trips/events/visiting speakers organised
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress

Specific areas of responsibility as Head of Department:

Teaching and Learning:

- To provide departmental rationale, aims and objectives for the subject, including writing and reviewing the Departmental Action Plan and Departmental Policy (**see below under Policy and Action Plans**)

- To write and update the Learning Progression Document for your subject which outlines the learning objectives for the children (in the years in which your subject is taught)
- To monitor the schemes of work and planning for the learning of your subject throughout the School, principally Medium Term and Weekly Lesson Plans written by other members of your department, making sure that the provision of plans within your department meets the needs of all pupils and teachers

Departmental:

- To arrange departmental meetings with other teachers in the department and attend Heads of Department meetings as required
- To meet regularly with your Lower School Coordinator (where appropriate) to ensure your plans are being effectively delivered through the school, and to plan for the future
- To attend and host local IAPS Cluster Group meetings to maximise good practice sharing opportunities

Policy and Action Plans:

- To write and update your departmental policy yearly so that your practice remains in step with your policy
- To ensure that staff and children are all aware of, and understand, the terms of any school policies for which you are responsible
- To write, review and update your departmental policy as requested by the Deputy Head (Director of Studies) to enable you to structure the development of your subject within the school

Budget and Procurement:

- To set a budget figure for each academic year - with a breakdown of how money will be spent - to make sure the teaching of your subject is resourced well enough to execute your plans
- To create an ongoing budget statement, tracking what is spent, to ensure your department stays within the figure you have set for a given year

Specific areas of responsibility as Subject Teacher

- To plan effectively, writing Medium Term and Weekly Lesson Plans for your own teaching which ensure high-quality lessons
- To make adequate differentiated provision within the teaching plans for the full range of ability within every class or set in order to maximize the learning opportunities for each individual pupil
- To teach *other* subjects and provide schemes of work for each teaching group, if required by the Head or Deputy Head (Director of Studies), including providing 1:1, in-class or small group tuition or support for children, including those with Special Educational Needs
- To ensure that pupils derive as much benefit and satisfaction from the lessons and make the maximum progress possible
- To be familiar and up to date with the requirements of the National Curriculum and any other curriculum requirements which may be pertinent to lessons you are planning and teaching
- To ensure that the general standard and presentation of children's work is in accordance with expectations of the school (see Marking and Presentation Policy)
- To follow School assessment and record-keeping procedures in order to monitor pupil progress and attainment as directed by the Deputy Head (Director of Studies)
- To contribute to termly grade sheets and full reports in accordance with the reporting schedule of the School
- To set homework according to the school homework timetable, marking children's work promptly and thoroughly in accordance with the School's Marking and Presentation Policy and feeding back in such a way that it is most helpful to the pupil in advancing their learning
- To embed in your planning the Thinking Skills promoted by NHP in order to help children to develop their creative, critical and collaborative thinking skills and higher-ordered reasoning skills within the subject/s you are teaching
- To keep informed of current curricular and syllabus changes by attending the necessary meetings, undertaking INSET courses and reading widely