

JOB DESCRIPTION
Lower School Support Teacher
February 2019

Responsible to:	Head of Section and Headmaster
Job Overview	To carry out the functions of a teacher at Dulwich Prep London in accordance with the aims and objectives of the School and the Section in which he / she is teaching, and to provide the Lower School with a staffing ratio over and above that of 'one class : one teacher'.
Duties and Responsibilities:	<p>Teaching & Learning</p> <ul style="list-style-type: none"> • To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning. • To plan, prepare and deliver high quality, differentiated lessons across the curriculum in line with the School's schemes of work. • To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations. • To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting their abilities. • To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning. • To enable pupils to develop positive attitudes to learning. • To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety. • To assess, record and report on the development, progress and attainment of the pupils, ensuring that all pupil reports are of a high quality, that they are specific to the pupil and are on schedule. • To use assessment to evaluate and improve teaching and the learning and attainment of the pupils. • To ensure effective use of support staff within the classroom. • Contribute to the development and co-ordination of a particular area of the curriculum. • To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and schemes of work, teaching materials, resources, methods of teaching and pastoral arrangements. • To participate actively in staff meetings, INSET days and to share in supervisory duties. • To promote learning and celebrate achievement through bright and varied displays. • To ensure that school policies are reflected in daily practice. • To promote actively strong and positive relationships with parents and carers, communicating with them about all aspects of their children's education –academic, social and emotional

Teaching Core Curriculum

- Planning, teaching, assessing and reporting on lessons across the curriculum range and regularly teaching classes in each year group, to enable Year Group Leaders to have non-contact time.
- Take responsibility, where required, for a subject area with a year group. The choice of subject will be assigned with consideration of the post holder's relative curriculum strengths and the needs of each year group.
- To be the first port of call for covering staff absence in the Lower School.
- To mark, assess and, when needed, to report on teaching and learning.
- To undertake playground duties and cover duties as needed. It is likely that the number of allocated duties will be higher than that of a Class Teacher.
- To extend the support of individual pupils or small groups, for example individual readers, support or extension maths groups, support or extension spelling groups. This work will be directed and guided by either the Class Teacher or the Skills & Strategies Team.

Administrative Duties

To be responsible for the Lower School's resources, including consumable resources. This will involve:

- The organisation of sectional resources in store;
- The organisation and execution of all 'book' resources, e.g. textbooks, exercise books;
- The annual and ongoing organisation of ordering, delivery and distribution of resources to Class Teachers;
- Organisation of sectional costumes and props for sectional productions;
- Displays in communal areas.

Training and Development

- Regularly review your own practice, and in collaboration with your Head of Section, to set personal targets and take responsibility for own continuous professional development.
- Participate in the annual performance review process.

General Requirements

- Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with students, parents and colleagues.
- Regularly contribute to the School's programme of extra-curricular activities.
- Share regular supervisory duties as required.
- Maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their students.
- Attend all major school events such as Open Day, Speech Day, Sports Day.
- Promote the good name and reputation of the School.
- Adhere to School policies and procedures.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

Keys Skills & Knowledge:	<ul style="list-style-type: none"> • Outstanding practitioner with strong knowledge of child development. • Knowledge of current educational thinking, initiatives and issues. • Knowledge and understanding of safeguarding procedures. • IT literate and understanding of the role of ICT in class.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • Enthusiastic individual possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, colleagues and parents. • Proven ability to inspire pupils. • Ability to plan, prioritise and manage a varied workload. • Team focused: shares knowledge and information with other members of staff to promote good practice. • Focuses on what needs to be delivered: understands what is needed and responds promptly. • Commitment to the highest standards of educational and pastoral care for all pupils.
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • Core school hours, when all teaching staff are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties. • Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time. <p>Safeguarding Children</p> <p>Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</p>

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