



Ashton House School

50/52 Eversley Crescent, Isleworth, Middlesex TW7 4LW | Telephone: 020 8560 3902 | Email: school@ashtonhouse.com | www.ashtonhouse.com
Head Teacher: Mrs A. Stewart.B.A.(Hons) (Reading University), PGCE (University of London)

JOB DESCRIPTION: CLASSROOM TEACHER

Job Description: Classroom Teacher

Reporting to: Headteacher

Key Purpose of Role: To provide an outstanding academic and pastoral experience so that pupils flourish under their guidance.

To deliver lessons and provide pastoral care which are of the highest quality so that pupil's learning is optimized, lessons are enjoyable and the curriculum is delivered effectively.

To coordinate curriculum areas as required.

Status of Post: Permanent, subject to one-year probationary period during which suitability for the post will be monitored and performance assessed.

Hours: Full time, Monday to Friday 08:15 – 16.30 (17.00 on staff meeting day and when running an afterschool club)

Teaching:

In order to ensure good progress and outcomes by pupils and, through expert guidance, support students to be reflective, independent and collaborative learners, the post holder will be required

- To demonstrate expert subject and curriculum knowledge and set high expectations which inspire, motivate and challenge pupils, planning and delivering high quality lessons which are thoughtful and have good outcomes for pupils
- To act as a role model of positive values and behaviour, nurture and establish an environment in which pupils are intellectually curious and are stretched and challenged; manage behaviour effectively and ensure a good, safe and secure learning environment; have high expectations of good behaviours, establishing a clear framework and maintaining good relationships
- To contribute proactively to the design and provision of a teaching programme or series of lessons; establishing ways to adapt teaching to respond to the strengths and needs of all pupils; know and understand all these needs
- To comply with the School Policy regarding aims and objectives, schemes of work, assessment, target setting, homework and administrative duties
- To use assessment to provide feedback to pupils to enhance learning and to plan and inform future teaching; use formative and summative assessment to secure pupils' progress
- To use and manage data to monitor progress and to feedback to pupils, parents and SLT; to



Ashton House School

50/52 Eversley Crescent, Isleworth, Middlesex TW7 4LW | Telephone: 020 8560 3902 | Email: school@ashtonhouse.com | www.ashtonhouse.com
Head Teacher: Mrs A. Stewart.B.A.(Hons) (Reading University), PGCE (University of London)

- contribute to the achievement of school development plan and subject development plan goals and targets; to attend and contribute to Staff Meetings.

Pastoral Care:

In order to promote and nurture a safe pastoral environment in which good relationships and communication flourish the post holder will be able

- To set high standards of care, welfare and guidance for pupils (academic, co-curricular and pastoral)
- To provide guidance and advice to pupils on educational and social matters; making relevant records and reports
- To communicate effectively with, pupils, parents and staff on all matters relating to pupils under direct care; when requested, work collaboratively and supportively with colleagues on any issues relating to pupils under direct care
- To ensure that pastoral records are kept up to date and passed on to the next teacher
- To know and use the school systems to provide support for all pupils e.g learning support
- To monitor and manage attendance and punctuality of all members of the class
- To contribute to assemblies, lead class assemblies, seasonal productions and undertake educational visits
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are in school and on school activities elsewhere
- To carry out an equitable share of supervising duties in accordance with agreed rosters. All staff are required to supervise pupils during play times or lunch each day

Co – Curricula:

- To run a weekly club session typically between 1610 and 1700, the content of which will be negotiated.
- To provide support and guidance for pupils and contribute meaningfully to the life of the school outside the classroom
- To support and attend school events

Continuous Professional Development:

- To reflect critically on own practice, evaluate effectiveness and actively seek opportunities for growth and development
- To participate actively with CPD/INSET to ensure knowledge and learning is embedded into teaching practice
- To contribute to the professional development of others by sharing knowledge and working collaboratively
- To take responsibility for improving practice and own learning, respond positively to coaching and



Ashton House School

50/52 Eversley Crescent, Isleworth, Middlesex TW7 4LW | Telephone: 020 8560 3902 | Email: school@ashtonhouse.com | www.ashtonhouse.com
Head Teacher: Mrs A. Stewart.B.A.(Hons) (Reading University), PGCE (University of London)

mentoring where appropriate

At Ashton House Preparatory School:

Teachers are highly knowledgeable about, support and fully implement School policies.

Behaviour is managed constructively. School systems are used appropriately and allow opportunities for pupils to learn independently and collaboratively; Safeguarding is seen as central to all that we do

Administration and Records: records are detailed, clear up to date and easily understood by anyone reading them and ready at hand when required

Key Dimensions:

- Take responsibility for a class
- Lead a co-curricular activity each week
- Take a Subject Co-ordinator Role

Key Skills and Experience:

- **Essential:** Good, appropriate honours degree and Qualified Teacher Status.
- **Desirable:** Evidence of certified continuous professional development.
- **Essential:** Previous teaching experience.
- **Essential:** Ability to relate in a friendly but firm way with a wide range of personalities.
- **Essential:** Good IT literacy.
- **Essential:** enjoy working as part of a team, be supportive of colleagues,
- **Desirable:** patience and stamina.

Environment and Context of the Role

Ashton House is a non-selective, academically ambitious school that seeks to provide a broad and affirming base for its pupils. The school is a welcoming, multi-cultural ISA Prep School which caters for children from Nursery to Year 6. The school's catchment area extends to out from Isleworth to encompass Osterley, Heston, Hounslow, Norwood Green, Whitton and Brentford.

Ashton House is a school for children of all talents. We provide breadth and challenge to match each child's aptitudes and interests, offering a holistic and rigorous education, which is founded on the principal of discovering and developing the skills and aptitudes of each individual.

The post holder will work collaboratively with their peers and SLT to contribute to the development and evolution of an appropriate, challenging and effective curriculum for the pupils in their care.





Ashton House School

50/52 Eversley Crescent, Isleworth, Middlesex TW7 4LW | Telephone: 020 8560 3902 | Email: school@ashtonhouse.com | www.ashtonhouse.com
Head Teacher: Mrs A. Stewart.B.A.(Hons) (Reading University), PGCE (University of London)

Above all the post holder will work closely with colleagues to ensure that the safeguarding, health and safety and overall wellbeing of all pupils and staff within the School is central to all we do.

Ashton House Preparatory School complies fully with the DfE Guidance Keeping Children Safe in Education and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures. Safeguarding is, and must be seen to be, at the centre of all School activity. Successful candidates must be willing to undergo checks with previous employers, a DBS check, an identity check, a completion of a self-certified medical form and training in child protection and first aid if not already trained.

Overview

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Head Teacher.

