



# Old Vicarage School

## **KS2 TEACHER WITH MATHS SPECIALISM – JOB DESCRIPTION**

This role is suitable for an enthusiastic KS2 classroom teacher, academically able, and with exceptional pastoral and communication skills. In addition to acting as form teacher, an ability to teach all class-based KS2 subjects is essential, and an enthusiasm towards teaching maths is highly desirable.

Each member of the teaching staff is asked to offer an after-school club activity each term and play their part in the life of this busy school.

### **Key areas of responsibility:**

- Take registration twice per day and dismiss your class each day.
- Have the overall responsibility for monitoring academic progress, health and emotional well-being of each pupil in the class, (in liaison with Heads of Departments) and in line with school policies.
- Work productively with the other parallel Form teacher on all aspects of the education offered to girls in that year group.
- Keep adequate personal records on each individual pupil and monitor class progress and maintain long, medium and short-term plans and a daily record to show curriculum taught.
- Carry out assessments on pupils to the school timetable and ensure results are recorded.
- Complete Pupil Profiles regularly each term, providing all required details of academic progress, extra-curricular activities and achievements.
- Write pupil reports in accordance with the School's requirements and ensure subject reports are completed and proofread for girls in your form.
- Take a daily form time at the end of the day to help the girls get organised and provide pastoral support.
- Organise and/or take part in outings and residential trips for form.
- Accompany and support (if necessary) class to swimming/games lessons.
- Prepare class assemblies.
- Prepare bright, stimulating wall displays in the classroom, and in designated areas around the school, which should be changed frequently.
- Ensure that the classroom is well organised, functioning effectively and kept tidy.
- Maintain the required level of discipline in the class and all other areas of the school.

### **As subject teacher**

- Teach assigned subjects to both mixed ability classes in one or more year group, having regard for the need to adapt teaching effectively. Initially, these subjects will focus on maths and humanities.
- Prepare or amend long and medium-term plans for these subjects.
- Plan and prepare stimulating and interesting lessons, making full use of the range of resources and programs available.
- Mark work in a timely manner according to the school's marking policy.
- Arrange or set subject exams twice a year, mark and record results.

- Write a full report at Christmas and end of summer term, in accordance with the school's reporting format and schedule.
- Be present at all Parent Evenings twice a year to discuss the progress and wellbeing of your pupils.

General:

- Attend regular staff meetings, departmental meetings and training courses.
- Undertake First Aid and Safeguarding training and any other inset training arranged for staff.
- Attend social functions and school events in support of colleagues.
- Offer an after-school club activity each term.
- Play your part in the staff duty rota and supervise lunch/playground/gate/cloakroom, etc.
- Undertake any other duties as required at the discretion of the Head.

**PERSON SPECIFICATION - KS2 TEACHER**

All teachers at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work. They should offer inspiration and enthusiasm, have a sense of fun and enjoy working with children.

**Essential**

- Good A level and degree qualifications.
- Enthusiastic teacher with QTS and at least two years KS2 or KS3 teaching experience. May consider an exceptional ECT.
- Strong subject knowledge in Mastery Maths.
- Excellent written and oral communication skills – for pupils and parents.
- Experience of creative use of interactive whiteboards and other technology to deliver inspiring lessons.
- Ability to create a calm and organised classroom environment.
- Strong interpersonal skills and the ability to work collaboratively.
- A high standard of personal presentation.
- A sense of humour and an optimistic, resilient style when faced with pressure.
- The ability to develop good working relationships with all members of the School community.
- A readiness to wholeheartedly embrace the spirit of our independent prep school.

**Desirable experience**

- Firefly (VLE) user skills
- iSAMS (pupil database) user skills
- CPOMs
- Seesaw
- Insight

**Child Protection & Safeguarding**

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.