

PERSON SPECIFICATION

TITLE OF POST: EYFS/ Key Stage 1 Class Teacher

SALARY SCALE: Rose Hill Scale according to qualifications and experience

PURPOSE OF THE JOB

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Head.

APPLICABLE CONTRACT AND DUTIES

This Job is to be performed in accordance with Schedule B of the Teacher's Contract of Employment which details the Professional Duties a teacher may be required to perform.

REPORTING

The postholder is responsible to the Head of Pre-Prep.

The postholder is responsible for the supervision of any classroom assistance provided.

SPECIFIC RESPONSIBILITIES

- a) To work collaboratively with other teachers in the year group and produce careful planning sheets to facilitate the teaching of the class and produce balanced coverage of the curriculum, through the creative curriculum format.
- b) To undertake target setting and in some cases to administer standardised tests to produce careful records of achievement to gain insight into pupils' progress.
- c) To track children's progress.
- d) To communicate fully with parents both informally and formally through parents' evenings and written reports.
- e) To attend Open Days, and other events such as information evenings, to improve communication between home and school.
- f) To keep updated on the National Curriculum and keep abreast of current educational thinking.
- g) To attend regular INSET courses recommended by the school as necessary for professional development.
- h) To participate in lunchtime supervision rota and willingly undertake any school duties such as lunch and break time supervision.
- i) To attend parents' evenings, staff meetings and departmental meetings, and to take part in any after school activities such as clubs/co-curricular as required.
- j) To prepare the classroom prior to the beginning of term and clear it appropriately at the end of term.
- k) To create a stimulating and exciting atmosphere in the classroom, through attractive display of children's work, use of books, artefacts etc. in conjunction with the specialist teachers.
- l) To be responsible for all the children in their care and ensure each child is nurtured, encouraged, stimulated, challenged and stretched to ensure good progress is continually maintained.
- m) To be concerned with the general welfare of the children including their health and safety. The children should be supervised at all times. Excellent relationships are to be maintained with the children and safeguarding pupils is a priority.
- n) To liaise with members of the Management Team and the Head and ensure each is always kept well informed.
- o) Reappraising performance, participating in training and being aware of best practice and legislation.
- p) To be responsible to see that the children are registered accurately twice a day in line with the school's procedure and absences are followed up.
- q) To book excursions and visitors as laid down in the staff handbook and enter these in the due diligence records.

- r) To take a class assembly and an assembly when required.
- s) To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).
- t) To undertake such other duties consistent with the nature and responsibility of the post as may reasonably be assigned by the Head.

PERSONAL SPECIFICATION FOR THIS POSITION

- recognised teaching qualifications
- professional approach to parents and colleagues
- motivation and enthusiasm to work with children
- emotional resilience in the working environment
- sense of humour
- loyalty and confidentiality in and out of working hours to the school
- team player
- supports the school's commitment in safeguarding and promoting the welfare of children and young people
- an updated knowledge of current educational practice ability to produce differentiated lessons that cater for a wide range of learning ability
- ability to use information technology to supplement education
- ability to communicate effectively to a variety of audiences both orally and in writing
- interested in extending knowledge and developing professional practice through training
- keenness to use initiative and be given responsibility
- ability to work some hours additional to normal working hours for purposes of training, meetings and parents' evenings without additional pay

The salary will be dependent on experience and will be commensurate with the seniority and level of responsibility for this role. The post holder will be automatically enrolled into the qualifying works pension scheme.

Rose Hill School offers benefits including:

- Free meals during the working day.
- Fee remission is available for child/ren attending the School, subject to the usual entry requirements and space being available.
- Generous training and development scheme with regular whole-staff training.
- Employee Assistance Programme.
- Optional Schools Health Care package.
- Free parking on site.

In addition to the ability to perform the duties of the post, the interview for short-listed candidates will explore issues relating to safeguarding and promoting the welfare of children.

References will be taken up and short-listed candidates will then be invited to spend a day at the School for the final interview procedure, which will involve tours of the school, meetings with various members of staff, the teaching of an observed lesson and interviews, which will include questions related to safer recruitment, safeguarding and promoting the welfare of children.

Rose Hill is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check.