

Homefield Preparatory School

FOUNDED 1870



TEACHER

Job Description and Person Specification

For general information on the school, please see our
comprehensive website

www.homefieldprep.school

Homefield Preparatory School

FOUNDED 1870



TEACHER JOB DESCRIPTION

The following duties shall be deemed to be included in the professional duties which a school teacher may be required to perform.

1. Teaching

- a) Planning and preparing courses and lessons.
- b) Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- c) Assessing, recording and reporting on the development, progress and attainment of pupils; in each case having regard to the curriculum for the school.

2. Associated Responsibilities

- a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
- b) Providing guidance and advice to pupils on educational and social matters, making relevant records and reports.
- c) Making records of and reports on the personal and social needs of pupils.
- d) Communicating and consulting with the parents of pupils.
- e) Communicating and co-operating with persons or bodies outside the school.
- f) Participating in meetings arranged for any of the purposes described above

3. Educational Methods

Advising and co-operating with the Headmaster and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

4. Assessments and reports

Providing or contributing to oral, written and computer-generated assessments, reports and references relating to individual pupils and groups of pupils.

5. Professional Development

- a) Reviewing from time to time his/her methods of teaching and programmes of work.
- b) Participating in arrangements for his/her further training and professional development as a teacher.

6. Appraisal

Participating in arrangements for the appraisal of his/her performance and that of other teachers.

7. Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

8. Staff Meetings

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

9. Cover

Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

10. Public examinations

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for pupil's presentation for and supervision during such examinations.

11. Management

- a) Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction of new teachers.
- b) Co-ordinating or managing the work of other teachers.
- c) Taking such part as may be required of him/her, in the review development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

12. Administration

- a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- b) Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Each teacher must be familiar with the terms of their contract, including the appendices, and school policies.

NOTE: This list gives an outline of the role, but naturally the job specification may be adaptable to the particular skills and experience of the successful candidate, following the agreement of the Headmaster. Over time, certain duties may be rotated to offer further experience and preparation for promotion.

Candidate Person Specification

The successful candidate **will have, or be able to demonstrate, the majority of the following.** We would expect this to be reflected in the written application and, if shortlisted, through to interviews:

- A real interest in and care for individual pupils
- A desire to form strong relationships with pupils, parents and staff across the whole of the school community and beyond
- A capacity to engage with the community which the school serves
- A passion for the power of education to transform the lives of pupils
- Full commitment to every aspect of school life
- An understanding of the demands of a successful and energetic independent school
- An understanding of the ethos and values of HPS and the ability to lead by example and with conviction

It is expected that teachers will demonstrate the skills and experience as outlined below:

Those marked with an 'E' considered essential for shortlisting purposes. Please ensure you address these points in your written application.

- Academically strong with a good honours degree, or similar, and QTS (unless a music post applicant where this is preferred but not essential **E**)
- Committed to continuing professional development
- A good classroom practitioner with a track record in student achievement (or in the case of an NQT demonstration of capacity to achieve this) **E**
- Excellent understanding and application assessment to help accelerate student standards **E**
- Awareness of best practice in pastoral care **E**
- Knowledge of current educational trends
- High standards of written and verbal communication, able to engage with all members of the school community **E**
- Excellent IT skills **E**
- Understanding of best safeguarding practice **E**

Personal Characteristics

- Excellent inter-personal skills
- Resourceful and resilient, able to work under pressure
- Approachable and empathetic
- Able to work independently, but with a strong team ethic
- Pro-active, organised, flexible
- Creative thinker and reflective practitioner