



HADDON DENE SCHOOL

57 Gladstone Road • Broadstairs • Kent • CT10 2HY

Job Description

Post: Class Teacher in Upper Key Stage 2

Responsible to: Headteacher

Job Purpose:

- To enable the children in your care to make outstanding progress in their learning by building upon their existing knowledge and skills and be accountable for this,
- To provide outstanding pastoral care through the reinforcement of our school values,
- To develop a love of learning and an excitement about coming to school each day,
- Manage a designated subject area and take a lead in curriculum development,
- Share in the corporate responsibility for the education, welfare and discipline of all pupils.

Haddon Dene is a Preparatory School, and as such, we always set the highest expectations and expect these to be role modelled by staff. We expect everyone in the Haddon Dene community to display exemplary behaviour and manners at all times. Our teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

This document summarises the full range of responsibilities of the post holder and provides a framework for professional development. The specific nature of the responsibilities to be undertaken by the class teacher will be negotiated and agreed with the Headteacher within this framework and will be modified over time to meet the needs of the school and of the post-holder.

Key Accountabilities:

- To be aware of the developments in education locally and nationally, which are relevant to Key Stage 2 teaching, learning, assessment and recording;
- To deliver lessons which are consistently judged as good or outstanding in line with the school's expectations;
- To develop appropriate long and medium term plans and daily plans in line with the School's policy on planning. To plan engaging and motivating learning activities and achieve progression in pupils' understanding by identifying clear learning intentions and success criteria. Lesson content will be differentiated and responsive to meet the needs of all pupils. Pitch will match current levels of understanding. Children will actively participate, and tasks will encourage exploratory learning;
- To set clear targets for pupils building on prior attainment;

HEADMISTRESS: Mrs Joanne Parpworth B.Sc.(Hons), PGCE, NPQH.

Telephone: 01843 861176 **Email:** secretary@haddondene.co.uk **Web:** www.haddondene.co.uk

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- To provide a personalised, challenging and supportive provision for all; including those who are identified as Gifted or Talented and those who have special educational needs and require additional support;
- To establish a safe, organised and stimulating environment with purposeful displays that foster independent exploration, extends learning and celebrates pupils' achievements;
- To critically analyse the impact and effectiveness of your teaching, making timely adjustments to the curriculum where necessary and to be open to peer feedback;
- To make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning. To analyse data and prepare for pupil progress meetings;
- To select and make good use of ICT and other learning resources which enable learning objectives to be met;
- To plan, set and assess homework in accordance with the School Homework Policy;
- To plan and run extra-curricular activities both during the day and after school;
- To set high expectations for pupils' behaviour, promoting fair and consistent discipline in line with our Behaviour Policy;
- To ensure the school values are modelled and adhered to;
- To prepare, develop and review the designated curriculum area policy for which you have responsibility in consultation with staff and the Headmistress. To identify areas of strength and create an action plan which identifies areas for improvement and be proactive in its implementation;
- To lead curriculum planning meetings for that subject area and to oversee the completion of comprehensive half termly planning records for that subject across the school;
- To plan opportunities that develop pupils' resilience, spiritual, moral, social and cultural development;
- To reinforce and understanding of British values;
- To establish a pupil voice, listening carefully to pupils, analysing their responses and use this constructively to progress learning;
- To contribute to the development, implementation and evaluation of school policies;
- To take a proactive approach in furthering your own professional development;
- To participate in arrangements for the appraisal and review of your own performance with close review and self-evaluation against the Teacher Standards;
- To liaise with parents in a diplomatic and professional manner, reporting to them the progress or otherwise of their children and to be available for such discussions at reasonable times outside normal school hours and to make time available during school holidays to meet existing and potential parents;
- To know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of wellbeing of children;
- To respect the confidentiality of records and information regarding pupils and parents;
- To collaborate and work with colleagues and other relevant professionals within and beyond the school, enhancing the strong peer support structure which is deeply established within the school community;
- To develop and maintain positive relationships with the wider community.

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