

NOTTING HILL PREPARATORY SCHOOL

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Job Description: Form Teacher (KS1/early KS2)

General areas of responsibility

- To promote and safeguard the welfare of pupils.
- To comply with the School's Safeguarding and Child Protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead or the Head.
- To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school.
- To develop the social and communication skills of children and provide a safe and secure environment in which the child can learn.
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils.
- To act consistently, in a calm and supportive manner with colleagues.
- To promote the highest possible standards of teaching and learning which meet internal and external quality standards so that as many children as possible can become successful independent learners.
- To attend staff briefing at 07.55am on a Monday, staff training at 04.15pm on a Tuesday and staff meeting after school on a Monday.
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required.
- To run an after-school club for one term in an academic year (based on full timetable). This will be organised on a rota basis amongst all staff.
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head.
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Operations).
- To cover for absent colleagues, when required, as organised by the Deputy Head (Operations).
- If notified in advance, to take games and school teams as required by the Head of Sport.
- To take part in residential trips, if necessary and reasonable.
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.).
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils.
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom.
- To ensure that all pupils adhere to the School rules.
- To create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers.
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence.
- To participate in any arrangements that may be made for teacher appraisal.
- To be responsible for his/her personal punctuality and wearing of appropriate dress.

Specific areas of responsibility as Form Teacher

- To teach core subjects and other subjects, as required by the Head.
- To set appropriate targets for children in line with the School's assessment policy.
- To provide Medium Term plans and Weekly plans for all subjects taught. These should be in line with the Learning Progression Documents (LPDs) published by each Head of Department. Plans should indicate the intended Learning Objectives and Success Criteria.
- To embed in your planning the Thinking Skills promoted by NHP in order to fully enable children to develop their creative, critical and collaborative thinking skills and higher-ordered reasoning skills.
- To be familiar and up to date with the requirements of the National Curriculum to ensure the pupils are thoroughly prepared to move into the Middle School.
- To keep informed of current curricular and syllabus changes by attending the necessary meetings, undertaking INSET courses and reading widely.
- To make adequate differentiated provision within the teaching plans for the full range of ability within every class in order to maximise the learning opportunities for each individual pupil.
- To ensure that pupils derive as much satisfaction as possible from the lessons and make the maximum progress possible.
- To maintain an overview of the welfare, academic achievement and behaviour of all pupils in your class, communicating with the Head of Lower School, Subject teachers and SENCo as appropriate, about any concerns.
- To ensure that the general standard and presentation of work is in accordance with expectations of the school.
- To follow the School assessment and record keeping procedure in order to monitor pupil progress and attainment.
- To maintain good communicative relationships with parents and keep and distribute records of any meetings and conversations.
- To provide termly grade sheets and full end of year reports in accordance with the reporting schedule of the School.
- To set homework according to the timetable and in such a way that it is helpful to the pupil.
- To mark children's work promptly and thoroughly in accordance with the School's marking policy.
- To use all learning resources effectively (including ICT).
- To direct and support the work of Teaching Assistants.
- To take the daily register at the start of the morning and afternoon sessions.
- To take class assemblies, as scheduled.