

Kenton College Preparatory School

Headteacher: **Sally Weston**, M (Prof), MSc, BSc (Hons)



JUNIOR SCHOOL TEACHER (YEAR 2, YEAR 3, YEAR 4)

Kenton College is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. It is compulsory for all members of staff to familiarise themselves with the following, first, among all other relevant policies:

Safeguarding/Child Protection; Staff Code of Conduct; Whistleblowing; Prevent Duty; Equal Opportunities.

Junior School Teachers are accountable to the Headteacher; Deputy Head, Head of Juniors; Deputy Head Academic and Deputy Head Pastoral.

Duties and responsibilities include, but are not limited to the following:

1. Subscribe and contribute to the ethos and philosophy of the school.
2. Planning and preparing of all lessons and resources including documentation outlining differentiation of tasks.
3. Planning of Year group work with year group teachers, Learning Support and other timetabled colleagues.
4. Liaise and plan individual's curriculum entitlement with all relevant colleagues.
5. Promote and monitor the general progress and well-being of all pupils.
6. Regular marking, using appropriate systems for Assessment, Feedback and Recording in line with whole school policies.
7. Administration and Reporting of pupil effort, attainment and progress through Effort Grades.
8. Provide Deputy Head, Head of Juniors and Deputy Head Academic with required results of testing and outcomes moving forward.
9. Keeping all assessment and tracking data up to date.
10. Teach cover lessons for absent colleagues if required.
11. Undertake regular duties including cover lessons, playground, dining room and after school duties.
12. Create meaningful and well presented displays of children's work.

Postal Address: P.O Box 25406-00603 LAVINGTON, NAIROBI, KENYA

Telephone: +254 020 3541513

Mobile No. 0722 205 038, 0733 687 077

Website: www.kentonschoolnairobi.com Email: admin@kenton.ac.ke
Kenton College Preparatory School is the trading name of Kenton College Trust



13. Monitor regularity of absences and punctuality by taking class register and reporting as necessary to Deputy Head Pastoral.
14. Responsibility for the inventory and condition of allocated resources.
15. In line with the whole school approach, ensure suitable levels of behaviour management.
16. Attend Consultation meetings with parents and any other meetings reasonably requested by colleagues or parents.
17. Foster and maintain strong links with parents and address parental concerns as soon as and as far as can be reasonably expected.
18. Comprehensive but balanced integration of ICT in all lesson planning and delivery.
19. Make website, school magazine and Friday Focus contributions as requested.
20. Produce one class assembly per term and take one teacher led assembly per term or as required by Deputy Head, Head of Juniors.
21. Write subject and Class Teacher reports at the end of Michaelmas and Trinity Terms.
22. Contribute to a full understanding of pupils' needs at scheduled Pupil Support Meetings.
23. Plan and attend year group trips that are purposeful to the curriculum and learning opportunities.
24. Lead / assist and plan for afternoon sessions in either sporting or enrichment activities.
25. Be willing to assist in occasional whole school activities / events after school and during weekends.

This job description is not a comprehensive statement of procedures and tasks but sets out the main duties and responsibilities of the job and the expectations of the school in relation to the post holder's professional responsibilities and duties.

However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

