

LADY BARN HOUSE SCHOOL

JOB DESCRIPTION

JOB TITLE	KSI Teacher
ACCOUNTABLE TO	Headteacher and School Directors
REPORTING TO	Head of Department (Infants)
CONTRACT	Full-time, fixed term from 1 January 2020 until 31 August 2020 (with the possibility of the post becoming permanent from 1 September 2020)
REMUNERATION	LBHS Salary Scale (slightly in advance of national pay scale)
PENSION	Enrolment into the national Teachers' Pensions Scheme (option to opt out if preferred)

JOB DESCRIPTION

Key Purpose of the Job

To deliver high quality teaching with the aim of helping every pupil to develop academically, physically, socially and emotionally in and out of the classroom. In addition, each teacher is expected to uphold and support the policies and aims of the School.

Teaching

- Planning, preparing and delivering high quality education through courses and lessons.
- Teaching subjects the pupils assigned; setting and marking work (including examinations/assessments).
- Assessing, recording, tracking, reviewing and reporting on the development, progress and attainment of pupils whilst ensuring that future lesson plans take into account and reflect ongoing review of each pupil's progress.

Other Activities

- Promoting the general progress/well-being of any group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Maintaining records on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils in person and in writing.
- Communicating and co-operating with persons or bodies outside the School.
- Attending staff meetings as required including INSET days.
- Participating in meetings arranged for any of the purposes described above.
- Participating in the programme of co-curricular activities offered by the school.
- Accompanying pupils on trips away from the School as required (including residential trips)
- Maintaining classrooms as effective and stimulating learning spaces
- Displaying work in appropriate areas of the School.
- Participating in duties before, during and after school, as required.
- Attending Open Mornings and other key school events, as required.

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Assessments and Reports

- Providing/contributing oral and written assessments, reports and references relating to individual/groups of pupils.
- Providing reports as requested by the Headteacher, senior managers and subject leaders.

Professional Review and Development

- Participating effectively and efficiently in Professional Review.
- Reviewing from time-to-time your methods of teaching and programmes of work.
- Participating in arrangements for your professional development.

Educational Methods

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Integrate ICT into your teaching, as appropriate.

Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

Staff Meetings

- Attend and participate in meetings which relate to curricular, organisational and pastoral arrangements.
- Working with others as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff.

Examinations/Assessment

- Participating in arrangements for preparing pupils for and supervising them during examinations/assessments, as required.

Administration

- Participating in tasks related to such duties as are described above, including the management or direction of Teaching Assistants, as required.
- Assisting in the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School.

PERSONAL QUALITIES AND VALUES

- To demonstrate flexibility, diligence, willingness and a team spirit.
- To be empathetic and caring towards pupils, colleagues and parents.
- To have a passion for enabling each child to reach their potential.
- To be consistently positive and enthusiastic in all tasks.
- To embrace a love of learning.
- To be dedicated and energetic in attitude to work

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NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the teacher contract of employment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the post-holder.

ADDITIONAL INFORMATION

THE SCHOOL

Lady Barn House School is a thriving independent day preparatory school for boys and girls aged 3 to 11. There are currently around 485 pupils on roll. The school offers excellent teaching, traditional values and exceptional pastoral care. There is a strong academic legacy with an individual focus on strengthening each pupil's confidence and abilities. The school aims to ensure that each child is happy, challenged and empowered to take full advantage of life at Lady Barn House School with its many opportunities.

The School has its own site on Schools Hill, Cheadle, enjoying its own superior facilities, including specialist classrooms, a fully equipped EYFS unit, a separate performing arts building, and indoor gymnasium and two large floodlit astro-turfs. The initial astro has been completely refurbished for September 2019 and the second astro has been newly constructed over the summer term. The new development also includes cricket nets and a viewing area.

Lady Barn House School recognises that its staff are its most valuable asset and seeks to recruit and retain energetic, dedicated and creative staff. The aspirations of children and parents are high and we are constantly striving to maintain and further improve our standards. Above all we are a happy and dynamic place in which to teach and learn.

THE POST

We are looking to appoint a suitably qualified infant teacher to join our team of Year 1 class teachers on a full-time fixed-term basis from 1 January 2020 to 31 August 2020 in the first instance. This is an exciting opportunity for an enthusiastic, forward-thinking professional to join our highly committed teaching team. We want you to not only be able to teach to a very high standard but also to be innovative and creative in your approach, adapting your teaching style to 'how children learn best' and be committed to the school's flexible and varied approaches to learning, and to its well known high standards.

At Lady Barn, infant form teachers take their class for Maths, English and other subjects apart from those which are taught by specialists (Music, ICT, Science, PE/Games, Foreign Languages, Drama and Art/Design Technology). Since the school offers a broad PE and Games programme, a willingness and ability to contribute in this area will be welcome.

There are up to 22 boys and girls in each class and an assigned class teaching assistant. Each year group has three classes creating a team who work together on planning and other year group/department initiatives. The form teacher will report directly into the relevant Head of Department (Infants) who is also a form teacher.

The school is a particularly supportive, friendly and child-centred place in which to work. Our children work hard, try their best and are well behaved, so are very rewarding to work with. Partnership with parents is active and very positive.

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CONDITIONS OF SERVICE

The appointment is fixed term from 1 January 2020 to 31 August 2020 in the first instance (with the possibility of the post becoming permanent from 1 September 2020). Lady Barn House School has its own pay scale. All colleagues are entitled to a free school lunch in the dining room in exchange for various duties. All permanent colleagues receive a generous discount on the fees for any of their children who attend the school, subject to availability of spaces.

PROCEDURE FOR APPLICATION

Applications should be made using the school's standard application form and should include;

- ❖ A completed application form (CV's are not an acceptable alternative) including the names, addresses, e-mail and telephone numbers of two professional referees, one of which should be your current or most recent employer.
- ❖ The application form includes the opportunity for you to set out the reasons why you are applying for the post and what you have to offer us. This can EITHER be completed on the form OR in a separate letter.

Applications should be addressed to the Head, Mr Turner, and sent to Lady Barn House School, Schools Hill, Cheadle, SK8 1JE. Email applications may be sent to secretary@ladybarnhouse.org.

(We remind you that postage is now partly based on the size of the envelope. Insufficient postage is likely to delay delivery to us which might mean you miss the deadline.)

The closing date for applications is **10am on Monday 14 October 2019**. It is anticipated that interviews will be held on Thursday 17 October 2019. If you have not heard from us by this date then, regrettably, you may assume that your application has been unsuccessful on this occasion.

Applicants called to interview will be required to bring evidence of their identity and qualifications. References will be taken for those candidates considered for the shortlist, following confirmation from you that you are happy for us to do so.

The appointment will be conditional subject to all satisfactory pre-appointment checks being completed and confirmation of academic qualifications. The post will be confirmed on receipt of all references and of a satisfactory outcome from an enhanced DBS check. Please note that the school's Safeguarding Policy is available on the school website and should be studied by all applicants for this post.

Please contact the school and ask to speak to Ms Brookes-Ward, Head of Infants, if you have any further questions in advance of an application. There will be an opportunity to visit the school prior to making an application on Wednesday 9 October at 4.30pm. Please email Kelly Gardner at secretary@ladybarnhouse.org to confirm your attendance.

The school is committed to safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment.

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Person Specification – KSI Teacher

	Essential	Desirable	Assessed
Qualifications and Experience			
Qualified teacher status.	✓		A, I
Proven commitment to training and CPD in pastoral and teaching areas.	✓		A, I
Relevant teaching experience in Key Stage 1.	✓		A, I, T
Experience of independent prep school education.		✓	A, I
Experience of using a number of assessment, recording and planning strategies in KSI.		✓	A, I
Experience of using a variety of resources and methods required to extend and deepen the learning of very able pupils.		✓	A, I, T
Commitment to participating in residential visits and day trips.	✓		A, I
Special Knowledge and Skills			
Excellent classroom practitioner.	✓		A, I, R
Experience of meeting the needs of a range of learners, including SEN and EAL pupils.	✓		A,I,T
Experience of teaching very able pupils	✓		A,I,T
Understanding of a creative curriculum to promote engagement	✓		A, I
Be up to date and enthusiastic about innovative pedagogical practice		✓	I
Particular strength in maths and English teaching	✓		A,I,T
Excellent time and management skills; ability to analyse, prioritise and meet deadlines.	✓		A, I, R
Advanced IT skills both in the classroom and in administrative aspects.		✓	A, I
Experience of Games/PE teaching.		✓	A, I
An excellent written and verbal communicator.	✓		A, I, R
Additional Attributes			
Child-centred approach	✓		
High expectations of self and pupils.	✓		A, I
Creative and inspiring teaching methods.	✓		A, I
Resilience, reliability and drive.	✓		A, I
Initiative and ambition.	✓		A, I
Team player; willing to go the extra mile for children, colleagues and school	✓		A, I, R
Positive 'can do' attitude,	✓		A, I
Commitment to the LBHS aims and the wider life of the school, including PTA events and extra-curricular activities and events.	✓		A, I
Other Requirements			
Satisfactory Enhanced DBS check, if appointed.	✓		A, I, R
Suitable to work with children.	✓		A, I, R
Commitment to promoting equal opportunities and meeting individual needs.	✓		A, I, R
Willing to receive further training/development, including first aid training	✓		A, I, R
Flexible with working hours should the need arise for extra work on an 'ad hoc' basis.	✓		A, I, R

A = Application, I = Interview, E = Experience, T = Task, R= Reference