

Teacher – KS1

Hours: Full time

Reports to: Head of Upper School

Main purposes of the job

- Carry out the duties of this post in line with the remit outlined in the current Teachers' protocols and Teachers' Standards documents including the conditions of employment for teachers and the school's policies.
- Carry out the professional duties of a teacher as required.
- To plan, organise and deliver subject teaching, classroom activity, curriculum activities and personal support to enable pupils individually and collectively to achieve their learning potential and equip them with the skills, attitudes and competences to progress in work.
- Under the overall direction of the Head of Upper School and Head of Year:
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
 - take responsibility for child protection issues as appropriate. Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Main Duties and Responsibilities

Teaching and Learning

- Support the Principal, the Head of Upper School and the Senior Management Team in establishing an ambitious vision and ethos for the future of the school.
- To carry out any particular duties which may reasonably be given by the Head of Upper School or the Principal or those acting on her behalf.
- Play a role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Plan, prepare and deliver lessons including the setting and marking of work; based on the individual needs of pupils, subject requirements and accrediting body regulations to ensure all pupils are able to participate in and achieve through learning.
- Prepare pupils for exams, test and assessments.
- Assess, record, monitor and report on the personal development, progress and attainment of pupils to support the accurate reporting of achievement and assist the school in record keeping and performance monitoring and report in accordance with statutory requirements.
- Assist and advise on the development of courses and programmes relevant to area of subject expertise including briefing of colleagues, teaching methods, materials and study aids and assessment arrangements.

- Maintain a stimulating learning environment by means of displays, teaching methods, classroom and other activities that will stimulate and encourage participation in learning.
- Ensure efficient and effective use of teaching materials and resources and the proper care and maintenance of equipment and the teaching environment.
- Through training, personal and professional development maintain a sound understanding of subject(s) specialisms, teaching and assessment methodologies, curriculum developments and guidelines.
- Comply with professional codes of practice and standards.
- Comply with health and safety and other appropriate statutory requirements to ensure the health, safety and well-being of self and pupils.
- Support and supervise the work of Teaching Assistants and their contribution to class and subject teaching.
- Liaise with care staff on a regular basis to ensure continuity of pupil support and behaviour management.

Developing Self and Others

- Set and monitor targets for behaviour and achievement based on individual pupil needs and potential and the overall attainment and progression targets for the school.
- Display levels of personal behaviour which will provide an appropriate model for the pupils and ensure the effective management of pupil behaviour by the use of de-escalation strategies and positive handling techniques in accordance with school guidelines.
- Support the general progress and well-being of individual pupils and of assigned classes or groups of pupils and provide guidance and advice to pupils on educational and social matters as well as their further education.
- Supervise school break times as required to monitor and manage behaviour, ensure the health and safety of pupils and provide opportunities for constructive play and recreational activities.
- Communicate, meet and consult with parents, carers and other bodies concerned with the health and welfare of pupils to ensure they are informed of progress and appropriately involved in case reviews and any matters of concern. Provide or contribute to oral and written assessments, reports, reviews and references relating to individual pupils and groups of pupils as necessary.

Managing the Organisation

- Participate in meetings which relate to the curriculum or the administration or the organisation of the school including arrangements for care and support, taking such

part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

- Undertake 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.
- Attend, lead and assist in assemblies, register the attendance of pupils and supervise pupils as required before, during or after school sessions and/or to provide cover in the event of staff absences.
- Participate in the school Performance Management System that encourages all staff to contribute positively to their professional and personal development through setting and meeting improvement targets, participating in training and development activity and supporting the overall aims of the school.

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Principal.
- Be proactive in matters relating to health and safety.
- To ensure that school policies are reflected in daily practice.

Equalities:

- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Health and Safety:

- Hampstead Hill School is committed to safeguarding and promoting the health, welfare and wellbeing of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services.
- The post holder will take all reasonable care to promote a healthy working environment and safe working practices in accordance with the School's Health & Safety policy.
- As an employee, the post holder is required, under the Health and Safety at Work Act 1974, to take all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Report all concerns to an appropriate person.

Confidentiality:

- Under the provision of the Data Protection Act, it is the responsibility of each member of staff to ensure that all computerized personal information relating to pupils and other members of staff, which s/he has, access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action

Disclosure and Barring Service

- This post will result in you having substantial contact with children. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Service check.

Staff Development/ Training/ Reviews/ Meetings:

- The post holder will be committed to attend regular meetings and staff training and participate actively and effectively in their own development through supervision and performance management processes.

Work Environment

Work to be carried out mainly in a classroom environment (both inside and outside of the school building) with movement around the school. In the instance of school trips there may be a requirement to accompany the children during school working hours.

Activities are planned weekly within classes. Day to day work is planned by the staff including the assessment and planning of individual learning programmes for each child.

Some flexibility is required if children require accompaniment outside of working hours, for example if a parent/carer is late in collecting their child.

The work may involve occasional exposure to children being sick, wetting and soiling.

Work Dimensions

The role requires the use of interpersonal skills in the design and implementation of teaching programmes on a daily basis along with extensive creative thinking both written

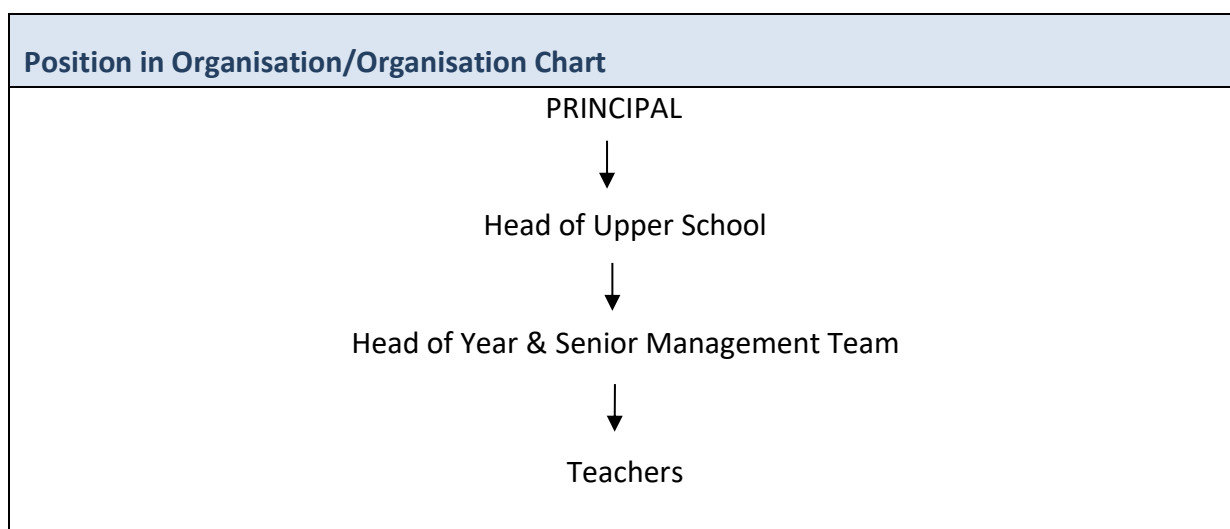
and spoken. The post holder will be required to utilise problem solving techniques in removing any barriers to learning.

Key contacts:

1. Children on a frequent basis.
2. Parents/Carers on a frequent basis.
3. Year Team members on a frequent basis.
4. External contacts when supporting the co-ordination of trips.

Targets may be made since a child's individual needs. The day-to-day management of these targets will be the responsibility of the post holder subject to approval of the SMT/Principal.

Position in Organisation/Organisation Chart



Essential Requirements

Person Specification: Key Stage Leader

	Essential	Desirable
Qualifications	Qualified Teacher status.	Evidence of commitment to further professional development.
Experience	<p>Taught successfully for at least three years.</p> <p>Knowledge of how children learn and in addition be able to draw from a range of appropriate teaching strategies.</p> <p>Knowledge and understanding of their area of subject expertise and able to develop lessons to develop this knowledge in others to specified levels.</p> <p>How to provide for the individual needs of all children including those with special educational needs and those who are more able, gifted and talented.</p> <p>Sound knowledge and understanding of the regulatory and statutory framework and curriculum requirements applicable to an independent school.</p>	<p>Experience of Teaching a wide age range of pupils within EYFS and KS21.</p> <p>Experience and knowledge of the 7+</p> <p>Experience of working in a multi-cultural setting.</p> <p>Experience of planning and managing the work of teaching assistants.</p>
Knowledge and understanding	<p>Teachers should have knowledge and understanding of:</p> <p>Up to date knowledge of the Primary Curriculum and the principles and practice of primary education.</p> <p>Knowledge and understanding of their area of subject expertise and able to develop lessons to develop this knowledge in others to specified levels</p> <p>Ability to measure and mark progress</p>	<p>Sound basic knowledge of the SEN Code of Practice and strategies for identifying SEN or very able pupils</p> <p>identifying any pupils who are vulnerable and communicating them through the school system</p> <p>Interest and/or expertise in a curriculum area.</p>

	<p>involving both formative and summative assessment to make secure judgements with regard to next steps.</p> <p>Sound knowledge and understanding of the regulatory and statutory framework and curriculum requirements applicable to an independent school</p>	
Skills	<p>Teachers will be able to:</p> <p>Able to plan, organise and deliver learning and associated activity to meet requirements</p> <p>Able to stimulate and engage learners by techniques, methods and activities, which engage, interest and motivate them to learn and achieve.</p> <p>Have high expectations for pupil conduct and attainment.</p> <p>An ability to reflect purposefully on the effectiveness of teaching, adapting and developing personal styles appropriately</p> <p>Able to manage, organise and analyse data and information to meet requirements.</p> <p>An ability to communicate effectively both orally and in writing.</p> <p>An ability to demonstrate confidence in the use of software and spreadsheets such as Word, Excel and educational software.</p>	
Personal characteristics	<p>Well-developed communication and inter-personal skills – able to adapt style and approach to the needs of different</p>	<p>Ambition.</p> <p>Ability to motivate others.</p>

	<p>audiences</p> <p>Committed to personal and professional development.</p> <p>Honest, trustworthy and reliable.</p> <p>Resilient, able to work under pressure and meet deadlines.</p> <p>Flexible approach – willing to contribute to the work of the overall school community including support for sports and extra-curricular activity.</p> <p>Interested in young people and their effective development.</p> <p>Able to take direction in meeting the high standards at HHS and strive to meet these standards through collaboration with Senior staff, self-motivation and team work.</p>	
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Please note:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Note: All Hampstead Hill School employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.



Approved by Job Holder			
Name			
Signature		Date	
Approved by Principal			
Name	Andrea Taylor	Position	Principal
Signature		Date	