



**Thomas's Kensington**

## **KS2 Teacher – Job Description**

### **Prep School Teacher**

#### **Thomas's London Day Schools**

Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in our new Thomas's Academy as well as a Kindergarten in Battersea.

It is our prime concern that children at Thomas's are happy. We provide for their education by giving each child dignity and self-esteem through a sense of achievement, be it academic, artistic, or sporting. The central belief is that all this and more can be achieved if we can **be kind** to one another

In these preparatory years we offer a broad curriculum covering a wide range of subjects and skills so that by the time they leave us our pupils will have begun to identify individual areas of talent. In a positive and stimulating environment we ensure that each child achieves the best academic results of which each child is capable.

#### **Thomas's Kensington**

The teaching at Thomas's Kensington is inspiring and imaginative enabling our pupils to achieve excellent academic results – the ideal preparation for their move to a range of superb secondary schools. Pupils of different abilities are challenged and supported throughout their journey at Thomas's Kensington and we pride ourselves on ensuring that each child is treated as an individual.

The approach to teaching and learning is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach. Traditional and didactic teaching methods would feel alien at Thomas's. INSET and courses are a strongly established culture within the school. Academic standards are very high, but there is a strong and vibrant co-curricular programme with a strong emphasis on breadth. The school was recognised by Ofsted in 2008 and 2011 as 'Outstanding' in each category.

Demand for places in the school is considerable, with most children arriving into the school in Reception. Children leave at 11+ for London day and boarding schools or move to Thomas's Battersea for years 7 and 8.

### **Job specification –Prep School Teacher**

The successful candidate for this post will be an experienced upper KS2 Teacher with QTS or post graduate training relevant to the post, either experienced in or trained to teach a Year 1 class.

**a. Accountable**

- To the Deputy Head, Academic

**b. Responsible**

- For a Prep School class

**c. Key areas of responsibility**

- To carry out all the usual duties of a Prep School class teacher
- To promote high quality teaching and learning
- To ensure that the classroom and outside areas are an invigorating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom and outside
- To teach general subjects, and support the teaching of specialist teaching (Music, Art and DT, Drama, IT, French, PE and Games are taught by specialist teachers).
- To write academic reports twice a year, and monitor and evaluate pupils' learning, liaising closely with the Deputy Head Academic.
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents
- To maintain and manage the physical resources in the learning area
- To undertake supervisory duties
- To run an assigned weekly club
- To help with class drama productions and organise your class's church service assembly.

- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications
- To support and contribute strongly to the corporate life of the school (e.g. contributing material to newsletters, the school magazine, the web site, attending events etc)
- To comply with all Health and Safety requirements
- To play a full part in the life of the School
- To ensure the best possible practice

#### **A. TEACHING**

- Teaching all subjects as required.
- Following Schemes of Work prepared by Heads of Department.
- Preparation of Medium and Short-term plans.
- Planning for differentiation (including catering for more able pupils).
- Liaising with SENCO, regarding pupils with diagnosed or suspected special education needs.
- Providing a stimulating working environment in the classroom.

#### **B. ASSESSMENT AND REPORTING**

- Making regular assessments of pupils' attainment and progress.
- Keeping records of pupils' progress.
- Assessing and marking internal examinations.
- Writing reports on pupils' attainment and progress (twice per year).
- Attending parents' evenings to discuss pupil's progress with parents.
- Providing written reports on pupils on request eg for other schools or school transfers.

#### **C. PROFESSIONAL DEVELOPMENT**

- Periodically reviewing programmes of work and methods of teaching.
- Attending courses to develop professional skills.
- Attending departmental meetings.

#### **D. STAFF MEETINGS**

- Attending staff meetings to discuss curriculum, pastoral and other matters.

#### **E. COVER**

- Supervising the class of a colleague as required.

#### **F. PASTORAL CARE**

- Being actively involved in promoting the well-being of pupils.
- Providing a role model for pupils in terms of personal standards of conduct, appearance and punctuality.
- Reporting any academic or behavioural problems to the CLT.
- Maintaining open lines of communication with parents.
- Attending school assemblies and church services.
- Sharing in the pastoral duties on a rota basis e.g. break and lunchtime duties.
- Attending functions and events outside school hours when deemed appropriate and necessary to support pupils and staff.

#### **Other areas of School life**

All teachers appointed to Thomas's Kensington are expected to contribute fully to the extra-curricular and pastoral life of the School.

*Pastoral care* is a strong feature of life at the school, and all teachers are expected to share in this responsibility, in this case as a Form Teacher.

*The wider life of the school* – The School expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, support and organise clubs and society meetings, or take children on trips.

*Staff Wellbeing* – Staff are offered weekly pilates and / or keep fit sessions paid for by the school. There is an opportunity to join a bespoke MA course under the auspices of Roehampton University

#### **Safeguarding and Child Protection**

The successful candidate will be expected to commit to the following;

Thomas's London Day Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

*This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.*